

# Everglades and Dry Tortugas National Parks Hurricane Plan – 2012 version

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## Introduction

It was in August 1992 that south Florida experienced the devastation of hurricane Andrew and this hurricane made drastic changes to the way we prepare for hurricanes in Everglades National Park. In that time this plan has been put to the test 25 times. Those tests had names: Erin'95, Bertha'96, Fran'96, and Georges'98, Charlie '04, Dennis '05, Katrina '05 and Wilma '05 to name a few. Each of those experiences enabled us to learn and modify the plan. This plan has also served as an example to many other areas of the National Park Service and US Department of Interior, and in that manner has experienced considerable other testing and application.

Overall, you can say that this plan, and the theories, assumptions and objectives that are part of it have withstood the test of time and experience. The plan has not changed substantially over the years, other than to change names, streamline assignments and add a few appendices to clarify the actions of others that were not well covered within the simple ICS manner of documentation.

One of our most significant lessons learned from 25 hurricane events in the years since Andrew is that the plan's trigger is valid. Despite improved forecasting technology and interpretive skill on the part of the National Weather Service, the wide trigger for commencing preparation operations still seems the most prudent course of action. Our most significant achievement in using this trigger was hurricane Irene in 1999, when track projections predicted landfall in Tampa, while the actual landfall of the storm was Cape Sable. By following this plan, the Parks were prepared while the surrounding Miami-Dade and Broward communities were not. Our most significant failure using this trigger was when it was not used during hurricane Katrina in 2005. Katrina made a sudden change in direction as it approached landfall in Broward County. Instead the storm tracked due southwest, and Flamingo, which had not been evacuated, was flooded with substantial loss to government and personal property.

The job of preparing the resources, staff, and visitors of Everglades and Dry Tortugas National Park in the event of a hurricane remains a daunting task. To rapidly and effectively provide for the safety of individuals, secure over 200 buildings, and protect millions of dollars of government-owned equipment spread over 1.5 million acres is an enormous task. It is also one that, if done without responsible analysis and forethought, can result in financial loss and extreme inconvenience to the public and park employees. The plan remains as intended: a blueprint for progressive preparations done in a manner that weighs the risks and needs during each operational period. It continues to be a successful manner to complete our work and still allow employees time to effect their personal hurricane plans. It recognizes that in order to perform the Mission of the National Park Service we must assure that our employee base is just as secure as our physical property.

It is only through adequate pre-planning, continual awareness, teamwork, and commitment to preparation that this task can be achieved.

## Objectives

The objectives of this plan are to:

- Provide a safe, practical guideline for management of hurricane preparations by the staff of Everglades and Dry Tortugas National Park.
- Assure accountability for preparation and general hurricane season actions.
- Create a means for the Superintendent to determine acceptable levels of risk to government facilities/property for any given hurricane situation.
- Identify the method used to trigger the plan that is consistent with other objectives.
- Provide a schedule of progressive preparation actions that allow the release of majority of park staff at least 24 hours prior to the expected landfall of tropical storm force winds in the parks and surrounding communities.
- Provide a guideline for actions to be taken immediately after a storm.
- Provide for consistency and coordination of planning and preparation with other NPS units, cooperating agencies and cooperators in south Florida.

## Assumptions / Theory

This plan is designed using the Incident Command System (ICS). ICS is based on the theory that the Park Superintendent delegates specific authority to an Incident Commander and his/her staff to resolve an incident in a manner consistent with the overall agency goals.

Hurricane Andrew taught hard lessons to the South Florida National Parks and the surrounding communities. One of those lessons was that, even if it occurs once only 20 years...even if it never again hits with the power and humbling fury of Andrew, we must forever be prepared. Throughout the entire year, we must continue to look around our offices and job sites to make sure that things are secure and prepared. It is unrealistic that we can expect to cleanup and put away a year's worth of clutter in a few short hours. Hurricane preparation is a year-round housekeeping job. We must always take the time to be ready, and it is the responsibility of all park staff members and cooperators to maintain this readiness. It is not just the job of a "hurricane incident management team".

Since Andrew, we have learned a great deal about hurricane planning and preparation. This document is designed to serve as a blueprint to respond to individual hurricanes. We recognize that each storm is unique and no one can predict its exact movements or the impacts a hurricane may have on the Park. As a result, this document will serve as a guideline for operations during the General Hurricane Season and as a format for the development of incident action plans for individual hurricanes.

This plan specifically addresses the following six distinct periods:

- **General Hurricane Season** (June 1 – November 30)
- **Preliminary Hurricane Preparation** (72-48 Hours before hurricane landfall)
- **Advanced Hurricane Preparation** (48-24 hours before hurricane landfall)
- **Final Hurricane Preparation** (24 hours - duration of storm)
- **Post-Hurricane Recovery** (immediate aftermath)
- **Hurricane Breakdown** (breakdown when a storm does not hit the parks)

This plan goes into effect at the commencement of the annual hurricane season and remains in effect until the end of the season (June 1-Nov 30). The Superintendent will sign a delegation of authority with the Incident Commander at the commencement of hurricane season making the Incident Commander and all park employees accountable for preparing the park for a hurricane throughout the General Hurricane Season. The plan will also include a critical list of things that must be accomplished in each area in case sufficient warning of a storm is not available.

When a storm arises, the plan uses a proximity/vector system of movement formula to trigger the subsequent actions. The plan is designed to create a system where preparations begin and are completed much earlier than in previous plans. This will allow more time for employees to complete hurricane preparations of their homes and evacuate to areas of safety. Since we are beginning preparations well in advance, there will be many times when actions taken will be for naught as the storm will eventually take a different path. Experience in the past few years has shown this is really not the case; preparations completed during the early stages for a storm that eventually does not threaten tend to be preparations that should have already been completed anyway. If nothing else they make preparation for the next storm of the season that much easier.

There are a few other elements of this plan that should be highlighted. In ICS terms, this plan is based on **geographic branching** combined with **functional grouping**. Many Groups and Divisions will function within their normal geographic zones of operation: Flamingo, NW District, Pine Island, etc. Within those areas, the various work groups are divided according to the normal type of work they do (i.e. Visitor Services, Maintenance) or by specific tasks that need to be accomplished (i.e. Office Packing, Equipment Storage). Other Branches have park-wide responsibilities such as the Maintenance Branch which is responsible for utility systems park-wide.

This plan was developed to provide general information and direction for all phases of hurricane preparation and the immediate recovery after a storm. This plan also addresses those situations in which the plan was implemented and measures were taken to secure the park but the actual storm did not impact Everglades National Park.

Checklists of tasks to be completed for each operational period are included in this plan for each Branch as well as for some of the command staff. Each Branch Director, Division or Group Supervisor is encouraged to maintain these checklists and review/ revise them annually and throughout the season. It is critical that briefings are conducted prior to taking actions so that all persons know and understand their responsibilities during that operational period.

The plan provides information for Section Chiefs, Command Staff, and Branch Directors as well as all park employees. Information such as the park leave policy and housing plan were included to provide individuals with information that may answer questions before an event takes place. This may diminish fears and make the preparation for hurricanes a little less stressful. Other information such as the Missile Base Plan, Ground Support Plan, Information Officer Plan, etc.,

were developed to provide direction for individuals who may be called upon to assist with areas unfamiliar to them.

This plan was not designed to be all-inclusive, but rather to provide direction for the General Hurricane Season and a blue print for the development of plans and strategies for individual hurricane events. Since this plan is based on the Incident Command System, it can be easily altered to meet the requirements of an individual storm, reduced staffing levels, or other uncontrollable events.

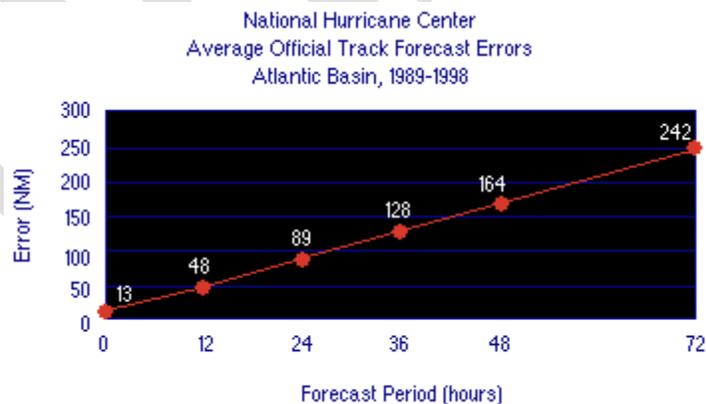
This pre-planning process helps answer the question to each park employee about "what am I supposed to do" when a storm is imminent. With general tasks already assigned and/or reviewed monthly, each employee should be able to find at the local level what assignment they might be expected to perform in the event of a storm. This allows the employee to continually prepare for what they might be expected to do. Rather than a simple cookbook, this plan allows for the knowledge and skills of our staff to be used every day in planning and preparing for a storm.

## Trigger

The Plan goes into effect at the beginning of the Hurricane Season once the Superintendent has signed a delegation of authority. The Superintendent will delegate authority only for the portions of the plan that are identified as occurring during the General Hurricane Season.

### Step Up Implementation

In the past, park preparations were based on a Hurricane Watch or Warning issued by the National Weather Service. Today hurricane tracking and the ability to obtain up-to-the minute information have greatly improved through the use of computers and satellite systems. This is augmented by direct contacts with staff at the National Hurricane Center (NHC) when storms threaten south Florida. In 2001 the NHC began producing 120 hour predictions of storm track and intensity giving us a 5 day advance on what their predictive thoughts are. This is valuable information, but includes a great deal of predictive error.



NHC/NOAA

This technology combined with the simple VECTOR SYSTEM will be used to make the decision to implement the next preparation period of the Everglades National Park Hurricane Plan. Estimates of possible landfall of a hurricane or tropical storm that shows potential to develop to hurricane level will be based on a formula using current position, direction, and speed of movement, combined with interpretation of information from the National Hurricane Center.

The location of a tropical system will be monitored by dispatch, the Plans Section, and the Incident Commander. When it appears that a hurricane/tropical storm is within 100 hours of

striking South Florida, using the VECTOR SYSTEM described below, the Incident Commander will notify the Superintendent.

The Superintendent, Incident Management Team Command and General Staff will convene a Planning Meeting within 12 hours of the storm crossing the 100-hour threshold. The specific dates/hours of the next preparation period will be determined at this meeting. The Superintendent will provide any additional policy guidance and sign a delegation of authority to the IC for the duration of the storm, or until change is deemed necessary.

The Parks "Hurricane Hotline" dedicated phone line will be activated at this point with current information as to activation of the hurricane plan. The Information Officer will commence preparing information releases for both employees and the public, and will activate the employee telephone information line.

The Communications Center will be expanded as needed. Section Chiefs will begin making calls to subordinates on the team to brief them on the status and plans for the next operational period.

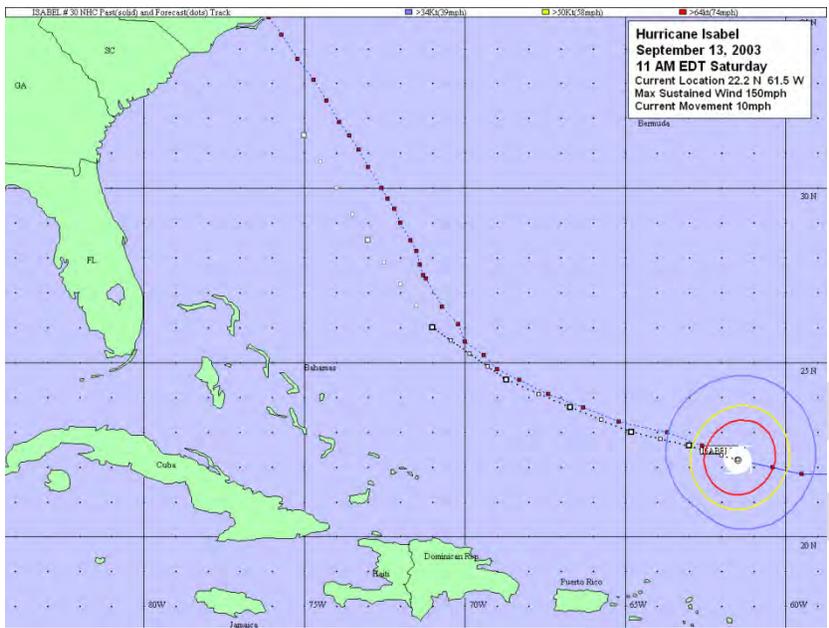
The Communications Center will notify all supervisors throughout the park and request they advise their employees regarding activation of the Preliminary Hurricane Preparation Period of this plan. Supervisors will immediately notify their staffs, advise them dates/times of the next preparation period and instruct them that all leave and training will be cancelled in accordance with the personnel policy attached as an appendix to this plan.

Additional step up information for storms that initiate at a location closer than "100 hour" distance is located in the General Hurricane Season part of the operating section of this plan.

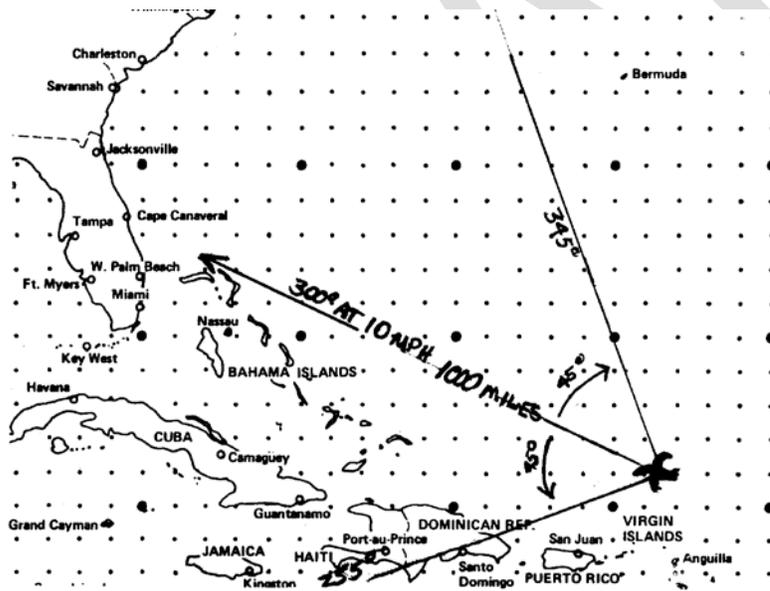
### Vector System

The Vector System can be used to estimate the approximate time the tropical storm force winds will hit ENP or DTP based on the current position of the storm center, speed, and direction of travel. (see image on next page)

- The time estimate is based on taking the current position of nearest tropical storm force winds divided by the forward speed and determining the expected hours to landfall.
- The zone of threat is determined by plotting the current compass direction of movement of the storm, plotting the main vector and allowing 45 degrees either side of the main vector of movement. If the Park is within this 90-degree zone it will be considered under threat.



Below is a simple graphic of this system:



In this example, the storm is located 1000 miles from the Park, with major movement at 300 degrees at 10 mph.

This would represent the storm being 100 hours from the Park

Throughout the hurricane incident, the Plans Section will compute the landfall estimate with each National Weather Service update of the storm position to determine if the park continues to remain at risk.

All hurricanes are dangerous, but some are more so than others. NOAA hurricane forecasters use a disaster-potential scale which assigns storms five categories. Category 1 is a minimum hurricane; category 5 is the worst case. For reference, the criteria for each category are shown below.

## **SAFFIR-SIMPSON HURRICANE SCALE**

### **CATEGORY ONE (minimal)**

Winds 74-95 mph: No substantial damage to building structures. Damage primarily to unanchored mobile homes, shrubbery and trees. Also some coastal road flooding and minor pier damage.

### **CATEGORY TWO (moderate)**

Winds 96-110 mph: Considerable damage to vegetation, mobile homes, and piers. Small craft in unprotected anchorages break moorings.

### **CATEGORY THREE (extensive)**

Winds 111-130 mph: Structural damage to small homes and utility buildings. Major erosion of beach areas. Terrain lower than 10 feet above sea level may be flooded inland 8 miles or more.

### **CATEGORY FOUR (extreme)**

Winds 131-155 mph: Complete roof structure damage on small residences. Major erosion of beach areas. Terrain lower than 10 feet above sea level may be flooded requiring massive evacuation of many residential areas far inland.

### **CATEGORY FIVE (catastrophic)**

Winds greater than 155 mph: Complete roof failure on many residences and industrial buildings. Some complete building failures with structures being completely destroyed.

## **General Hurricane Season June 1 – November 30**

### **Objectives:**

- Systematically begin preparations of Everglades National Park for hurricane season.
- Ensure that monthly Branch meetings are held to review the Hurricane Plan, identify problems and needs, and assure incident staffing plan is current.
- Ensure monthly meetings are held with Supt. and Command/General Staff to identify and resolve problems.

Meeting schedule commences:

### **April – mid-May**

The PMT requests that the DMT's meet and perform the following tasks:

- Schedule a district hurricane preparation day that may include cleanup work and items listed below.
- Review preparation actions for their area and update or revise the procedures and timeframes.
- Assure that local hurricane kits, equipment and caches are prepared and restock/repair as necessary.
- Review the leadership roles needed within their area and make hurricane assignments for team members (Branch Director / Division or Group Supervisor / Task Force Leader / etc.) from their staffs. At least one alternate will be identified for each position.
- Recommend staff members in their area that can serve in other functions within the parkwide team (Incident Commander, Command and General Staff positions, Unit Leaders, specialized single resources).
- Review emergency notification data with their employees and assure that names are current and that contact information is updated.
- Identify individuals within their area that have special needs or commitments that preclude them from participating in hurricane preparations and immediate post storm activities.
- Send the revised work actions / timetables to the IMT Planning Section Chief.
- Send the names of the leadership personnel to the IMT Planning Section Chief including those persons who will be working within the District and those people available for other parkwide team assignments to the Planning Section Chief.
- Supervisors should compile updated employee emergency contact information and forward to Everglades Communications Center for entry into the emergency contact database.

### **Mid-May – June 1**

Planning Section Chief will assemble a roster (ICS 203) of all primary and alternate members of IMT including all supervisors within the Districts / Branches and all members of the parkwide IMT.

The team Incident Commander / Deputy Incident Commander will schedule a working team meeting where all members will review their roles and responsibilities.

The Incident Commander and Planning Section Chief will schedule a meeting for new Everglades and Dry Tortugas National Park employees to

- introduce the IMT for the season
- orient employees to the hurricane plan processes.

### **Branch Meetings:**

Each month during Hurricane Season, Branch Directors in each identified Branch meet, as a minimum, with Group Supervisors to:

- Review their Division Assignment Lists (ICS-204/check lists).
- Revise and update assignments as needed.
- Prepare local checklists.
- Identify and resolve problems locally if possible.
- Identify anticipated staffing problems for the coming month.
- Submit ICS-214, Unit Log, to Operations Section Chief that summarizes the monthly meeting, changes needed to the plan, and identify unresolved problems or long-term projects that the Branch needs the Incident Management Team's assistance with.

### **Incident Management Team Meetings:**

During the last two weeks of each month during Hurricane Season, the Command and General Staff meet along with the Superintendent to:

- Review Unit Logs submitted by Branch Directors.
- Seek resolution of problems, or refers problems/needs to the Superintendent to resolve through normal park channels.

### **100 Hours Before Landfall (BLF)**

The Communications Center, Plans Section and the Incident Commander monitor tropical weather throughout the season. Using the Vector System, when a Tropical Storm/Hurricane crosses the threshold of being within 100 hours of the Park:

- The Communications Center will notify the Incident Commander
- The Incident Commander will immediately notify the Superintendent.
- The Incident Commander will also notify the Command/General staff and arrange for a meeting.
- The Incident Commander, Command and General Staff, and the Superintendent will meet within 12 hours.

If it appears that the storm will continue to threaten the park and the 72-hour threshold will be crossed, the Superintendent will delegate authority to fulfill the remainder of the plan, including hurricane breakdown if the storm eventually causes minimal impact.

Logistics will direct expanded staffing of the Communications Center to accommodate the volume of communications that will be needed to begin implementing the plan.

### **Planning Meeting - 100 hours Before Landfall**

Command and General Staff will convene a planning meeting immediately after the delegation to:

- Determine the exact clock hours and duration of the Preliminary Hurricane Preparation Period (72-48 hrs. BLF).
- Make any modifications to the pre-established Incident Action Plans.
- Identify time/place for a briefing with available Branch Directors and Group Supervisors.

### **Less Than 100 Hours Before Landfall Notification**

Occasionally, tropical systems develop rapidly, almost unexpectedly and at much less than "100 hour" distance from the Park. These are usually not Cape Verde type hurricanes that are renowned for their intensity, but are generally Gulf storms at more moderate levels.

In the event of this type storm, with less than 100 hour warning, the Superintendent and Incident Management Team will meet as soon as possible. The Superintendent must clearly define to the IMT an acceptable level of risk to the Park, since all preparations cannot be completed in the shorter time span. After a delegation of authority, the IMT will immediately convene a Planning Meeting. An Incident Action Plan will be produced and distributed that reflects the abbreviated time frame.

### **Operational Priorities for Planning with less than a 100 hour Notification**

#### Protection of Life

- Evacuation of the park
- Evacuation of park employees

#### Protection of Property

- Shutter buildings and secure facilities
- Remove vessels, store vessels, vehicles and other equipment
- Complete other property protection tasks if time allows

Each Branch Director will be responsible for establishing priorities for their branch. They will communicate these priorities to the Operations Section Chief and provide a timeframe in which these duties can be accomplished.

#### **Incident Objectives:**

- Systematically begin preparations of Everglades and Dry Tortugas NP for a major storm.
- Ensure that property and staff are accounted for during this operational period.
- Protect park resources and park visitors
- Ensure all actions are conducted safely.

### **Implementation of the Preliminary Preparation Period**

Once the time period for the Preliminary Hurricane Preparation Period is determined, an email will be sent out to all park employees notifying them of the implementation of the hurricane plan. If this occurs on a weekend, the Communications Center will begin phoning all park supervisors, advising them of the current situation and of the time and location to report for work. Supervisors will be instructed to notify their regular park employees:

- That the park is about to step up to the next phase of the plan.
- When and where they are to report to work.
- Remind employees to "dress accordingly".
- Tell the employee the name of the person they will be working for during the preparations.
- Remind employees that their incident supervisor will advise them when they are released from assignment instead of the "normal" park supervisor.

The Incident Commander or his designee will also send an email to all employees with the details of the next plan period. The Public Information Officer will activate the Employee Hurricane Hotline with a recorded message of the same details.

Once supervisors have completed phone calls to employees, they will inform the Communications Center accounting for each employee on their staff. The Communications Center will forward this information to Plans Section, Resource Unit Leader to identify available resources.

Each Branch Director will be responsible for faxing the Resource Unit Leader an initial Crew Time Report listing the employees working in their Branch at the start of each operational period.

The Incident Commander will notify the Southeast Region Emergency Coordinator that the park's hurricane team has been activated and initial preparations for a storm have begun.

**Delegation of Authority**

See Appendix B for Delegation of Authority letter from Park Superintendent to the Incident Commander. This should be prepared by the IC and signed by the superintendent and IC before operations commence.

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## **Preliminary Hurricane Preparation Period 72-48 hours before expected landfall**

### **Operational Period Briefing:**

The Operations Section Chief will brief Branch Directors and Maintenance Group Supervisor in person or via phone for remote Branches to assure they are aware of all operational concerns including:

- Times of the Preliminary Hurricane Preparation Period.
- Hurricane specific information prior to implementation of this phase of the plan.

Branch Directors / Group Supervisor will be reminded to:

- Assure that each employee in their Branch/Group has been "checked in" to the incident by faxing an initial copy of their Crew Time Reports to the Resource Unit Leader to identify those individuals working in their Branch during this operational period.
- Complete and transmit Unit Logs to Plans at the end of each operational period.
- Commence the operational period by briefing their group supervisors and/or entire Branch / Group staff.
- Complete/review Crew Time Report for each employee in their Branch or Group.

Command and General staff will fulfill the established ICS responsibilities of their jobs throughout the Preliminary Hurricane Preparation Period.

### **Planning Meeting:**

A Planning Meeting for the next operational period will be held midway through the current operational period. The following items will be included in the normal Plans meeting agenda:

- Work hours of the next operational period will be determined.
- Determination when to move into the Advanced Hurricane Preparation Period
- Modifications and revisions to the preplan will be addressed.
- Time/location/attendees for next briefing will be identified.

Once the Incident Action Plan is consolidated for the next operation period, Plans will prepare the Release Plan that will identify resources to be released during/at end of the Advanced Hurricane Preparation Period.

### **Operational Period Objectives:**

- Systematically begin preparations of Everglades and Dry Tortugas NP for a major storm.
- Ensure that property and staff are accounted for during this operational period.
- Protect park resources and park visitors
- Ensure all actions are conducted safely.

## **Advanced Hurricane Preparation Period 48-24 Hours Before Expected Landfall**

### **Operational Period Briefing:**

The Operations Section Chief will brief Branch Directors in person or via phone for remote Branches to assure they are aware of all operational concerns including:

- Times of the Advanced Hurricane Preparation Period.
- Hurricane specific information prior to implementation of this phase of the plan.

Branch Directors will be reminded to:

- Assure that each employee in their Branch has been "checked in" to the incident by faxing an initial copy of their Crew Time Reports to the Resource Unit Leader to identify those individuals working in their Branch during this operational period.
- Complete and transmit Unit Logs to Plans at the end of each operational period.
- Commence the operational period by briefing their group supervisors and/or entire Branch staff.
- Complete/review Crew Time Reports for employees in their Branch.
- Notify the Operations Section Chief when employees can be released.
- **Branch Directors will assure that all employees are informed about procedures to follow after the storm.**

Command and General staff will fulfill the established ICS responsibilities of their jobs throughout the Advanced Hurricane Preparation Period.

### **Planning Meeting:**

A Planning Meeting for the next operational period will be held midway through the current operational period. The following items will be included in the normal Plans meeting agenda:

- Work hours of the next operational period will be determined.
- Determination when to move into the Final Hurricane Preparation Period.
- Modifications and revisions to the preplan will be addressed.
- Time/location/attendees for next briefing will be identified.

All efforts should be made to release non-essential employees at the end of this operational period to allow them time to complete their personal preparations. If necessary, Plans will prepare a Release Plan, indicating which resources will be released from the incident.

During the final hours of this period, the Incident Command Team will begin to make preparations for when the storm actually hits. The current Incident Management Team will remain intact during the incident. The Incident Commander will designate a representative who will provide on-site direction, resolve issues and make decisions for the Incident Management Team, in the event that communications with the Incident Commander are not possible during the actual storm and the immediate aftermath. Other on-site members of the Incident Management Team will provide direction for individual Sections during this phase of the operation.

If the storm is anticipated to make a significant impact on the area, the Incident Commander will notify the Southeast Region Emergency Coordinator of the potential need for a higher level incident management team to take over after the storm.

|  
**Operational Period Objectives:**

- Systematically continue preparations of Everglades NP for a major storm.
- Ensure that property and staff are accounted for during this operational period.
- Protect park resources and park visitors.
- Ensure all actions are conducted safely.
- Provide for smooth transition to on-site Incident Management Team.

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## **Final Hurricane Preparation Period**

### **24 hours before landfall through duration of storm**

#### **Operational Period Briefing:**

The Operations Section Chief will brief Branch Directors in person or via phone for remote Branches to assure they are aware of all operational concerns including:

- Times of the Final Hurricane Preparation Period.
- Hurricane specific information prior to implementation of this phase of the plan.

Branch Directors will be reminded to:

- Assure that each employee in their Branch has been "checked in" to the incident by faxing an initial copy of their Crew Time Reports to the Resource Unit Leader to identify those individuals working in their Branch during this operational period.
- Complete and transmit Unit Logs to Plans at the end of each operational period.
- Commence the operational period by briefing their group supervisors and/or entire Branch staff.
- Complete/review Crew Time Reports for each employee in their Branch.
- Assure that all members of their Branch have safely evacuated to a Shelter well before the storm reaches landfall.

Final actions are completed as outlined in the Incident Action Plan for the Final Hurricane Preparation Period under the guidance of the Deputy Incident Commander.

#### **Planning Meeting:**

A planning meeting for Post Hurricane Recovery Period will be held within the first hours of this operational period. The following items will be included in the normal Plans meeting agenda:

- Work hours of the next operational period will be determined.
- Determination when to move into the Hurricane Recovery Period
- Modifications and revisions to the preplan will be addressed.
- Time/location/attendees for next briefing will be identified.

In addition to reviewing/finalizing the IAP, the purpose of this meeting is to write the incident action plan for the first operational period immediately after the storm. This allows for the preparation of an IAP based on the best available information about the storm and expected results.

Logistics will compile and order resources for mobilization immediately after the storm has based on the determination of needs to assist staff and protect park resources and assets. These resources may consist of communications kits, law enforcement/emergency service strike teams, maintenance strike teams, CISD strike teams, or Type I /2 IMT depending upon the given storm situation. The Resource Order Planning Grid (**Appendix D**) will be used to assist the IMT in deciding on what types of resources are required.

#### **Operational Period Objectives:**

- Protect park resources.
- Ensure that property and staff are accounted for during this operational period.
- Provide for well being of park employees.
- Ensure all actions are conducted safely.
- Maintain contact with Southeast Regional Office.

## **Storm Duration**

### **Communications Center**

Dispatch will continue to function throughout the storm. Dispatch will maintain records of radio/telephone communications throughout the storm and provide copies of these records to the Plans Section immediately after the storm. Dispatch must be staffed immediately after a storm with the expectation of receiving numerous telephone/radio calls from employees reporting their current status.

### **Shelter Operations**

The identified park shelters will be staffed throughout the storm by on-duty personnel consisting of rangers who are commissioned and current Emergency Medical Technicians. As is identified in Branch Plans, the on-duty staff will provide emergency assistance to those in the shelters during the storm, will communicate with Dispatch to update status, and will be the first personnel out of the shelters after the storm to perform initial safety assessment.

**Command/General Staff:** On-site Section Chiefs or Deputy Section Chiefs will remain at the Command Post throughout the storm to provide emergency guidance, continue storm assessment and modify plans for immediate aftermath of the storm. These employees will not need to remain on continuous duty and may obtain rest, but will be accessible to Dispatch for information/consultation.

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## **Post-Hurricane Recovery Period Immediate Aftermath of a Storm**

The following are general guidelines for planning to use for this period.

Every storm situation will differ, and the plans for operations during any particular storm must be planned during Final Hurricane Preparation Period and revised as needed following the storm.

### **Post Hurricane Planning Priorities**

1. Identify immediate life and safety hazards in occupied areas of the park. Provide immediate assistance. Rectify hazards and/or quarantine these areas.
2. Secure park access points.
3. Locate and assess the well-being of all park employees and their immediate families.
4. Provide emergency assistance to employees and their families as needed.
5. Provide initial assessment of damages to park facilities.
6. Provide assessment of damages/needs to the Southeast Region All-Risk Incident Coordinator in accordance with the NPS SER Emergency Operations Plan.
7. Begin process of requesting additional resources or a higher level (Type I or II) incident management team.
8. The Incident Commander and the Park Superintendent will determine necessary park/district closures and appropriate openings.
9. Coordinate with Emergency Operations Centers (EOC) for Miami-Dade, Monroe, and Collier counties and Florida State EOC in Tallahassee to identify resources available for community assistance or to request additional resources to assist the park. Establish liaison with any state emergency response team (SERT) that may have been pre-positioned from State EOC to streamline local area needs in support of FEMA Emergency Support Functions (ESF).

### **Recommendations for additions to the ICS-203 Organizational Chart**

The following Branches or Groups are suggested for most storms that require this recovery phase:

- **Employee Assistance** –contact employees to determine post-storm status and immediate needs, coordinate emergency assistance to employees and families, and provide other assistance as appropriate
- **FMSS** – conduct thorough damage assessments, enter needs into FMSS, determine project priorities, track projects, etc.

### **Operational Period Objectives:**

- Ensure the safety of all park employees evacuated to park shelters.
- Locate all park employees.
- Contact SERO and advise of current situation and needs.
- Begin assessment of damages to park resources and facilities.
- Protect park resources and facilities.

## **Hurricane Breakdown Period Return to Normal Operations**

It is recognized that due to the unpredictability of hurricanes, hurricane preparations will be made for Everglades National Park and yet the storm may track in another direction. This section of the Plan was developed to assist the park in returning to normal operations. Bear in mind that post-storm activities will continue to be managed under the delegation of authority to the Hurricane Incident Management team until normal park operations are restored and the team transfers authority back to the Superintendent.

### **Operational Period Briefing:**

Operations Section Chief will establish Staging Area at Pine Island.

The Operations Section Chief will brief Branch Directors and Group Supervisor in person or via phone for remote Branches in advance of this operational period to assure they are aware of all operational concerns including:

- Times of the Hurricane Breakdown Period.
- Hurricane specific information prior to implementation of this phase of the plan.

Branch Directors and Group Supervisors will be reminded to:

- Instruct employees to return to work and to report to their incident supervisor, not their normal job. All employees working in the Pine Island Branch, Flamingo Branch, Research Branch Headquarters Branch and Maintenance Group will be directed to report to a Staging Area established in Pine Island to receive assignments. NW Branch and Key Largo Branch employees will report to their respective Branch Directors as established upon release from the prior operational period.
- Assure that each employee in their Branch has been "checked in" to the incident by faxing an initial copy of their Crew Time Reports to the Resource Unit Leader to identify those individuals working in their Branch during this operational period.
- Complete and transmit Unit Logs to Plans at the end of each operational period.
- Commence the operational period by briefing their group supervisors and/or entire Branch staff.
- Complete/review Crew Time Reports for each employee in his or her Branch.
- **Branch Directors will assure that all employees are informed about returning to normal work operations.**
- Command and General staff will fulfill the established Incident Command Staff responsibilities of their jobs throughout the Hurricane Breakdown Period.

### **Planning Meeting:**

A Planning Meeting for the period will be held once the decision is made by the IMT that the storm is no longer a threat to Everglades National Park. The following items will be included in the normal Plans meeting agenda:

- Work hours of the next operational period (if any) will be determined.
- Determination when to transition back to normal park operations.
- Modifications and revisions to the preplan will be addressed.
- Time/location/attendees for next briefing will be identified.

Once the Incident Action Plan is consolidated for the next operation period, Plans will prepare the

|  
Release Plan that will identify when resources can be released back to normal park operations.

At the end of the Hurricane Breakdown Period the Incident Management Team will provide a Transition Plan to the Superintendent. The Incident Commander will meet with the Superintendent to agree upon the Transition Plan and terminate the Delegation of Authority. See Appendix for an example Transition Plan.

**Operational Period Objectives:**

- Systematically restore park facilities and park operations to "normal" conditions.
- Protect park resources and park visitors.
- Ensure accountability for park property and staff.
- Ensure all actions are conducted safely.

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The following organizational chart may change throughout the hurricane season and by incident as needed.

<b>2012 ORGANIZATION ASSIGNMENT LIST</b>			
<b>1. Incident Name</b>		Standing IMT3 Hurricane Team	
<b>2. Date</b>	06/03/2012	<b>3. Time</b>	12:00
<b>4. Operational Period</b>		Hurricane Season 2012	
<b>Position</b>		<b>Name</b>	
<b>5. Incident Commander and Staff</b>			
Incident Commander		Allyson Gantt	
Deputy IC		Mike Jester	
Information		Leslie Velarde	
Deputy Information Officer		Bridget Litten	
Liaison Officer		Bonnie Foist	
Liaison Assist—Concessions		Bill Fay	
Liaison Assist—Contractors		James Rogers	
Safety Officer		Sandie Beneway	
Resource Advisor		Melissa Memory	
Engineering Advisor		Mike Savage	
<b>6. Agency Representative</b>			
NPS Agency Representative		Dan Kimball/Keith Whisenant	
<b>7. Planning Section</b>			
Chief		Aerin Land	
Deputy PSC		Samantha Towery	
Situation Unit		Tristan Holland/Jennifer Adams	
Resource Unit		Colleen Holland	
Documentation Unit		Jenny Guerra	
Technical Specialist – FMSS		Mark Rockwell	
Technical Specialist – IT		Carlos Mateo/Josue Urbaz	
<b>8. Logistics Section</b>			
Chief		Collin Johnson	
Deputy LSC		Rob Neuman	
Facilities Unit		Linda Roehrig	
Ground Support Unit		W. Synagogue	
Roadside Assistance		W. Brady	
Missile Site Coordinator		Bruce Maxson	
Robertson Building Coordinator		Jeff Weinstock	
Supply Unit		Will Vazquez/Rick Rivero	
Technical Spec. – Electrician		Greg Schwarz	
<b>b. Service Branch</b>			
Medical Unit		Jordan Neuman	
Communications Unit		Tim Moore/John Diamond	
Dispatch		Jim Snyder	
<b>9. Finance Section</b>			
Chief		Sabrina Blasingame	
Deputy FSC (trainee)		Heather Walker	
Time/Cost Unit		Julie Abreu	
Procurement Unit		Deryck Cruz	
<b>Prepared by</b> Aerin Land, Deputy PSC			
<b>10. Everglades Operations Section</b>			
EVER Operations Section Chief		Bruce Gantt	
Deputy OSC		Andrew Gill	
<b>a. Branch I—Gulf Coast</b>			
Gulf Coast Branch Director		Tom Iandimarino	
Gulf Coast Maintenance Group		Ryan Mayberry	
Gulf Coast Visitor Services Group		Mike Herrin	
<b>b. Branch II—NE Districts</b>			
NE Branch Director		Cindy Morris	
Tamiami/SV/Loop Rd. Division		Raul Ruiz	
East Ever Division		Darrel Densel	
<b>c. Branch III—Pine Island</b>			
Pine Island Branch Director		Jack Weer / Eric Elyseev	
Pine Island Visitor Services Division		Mirta Maltes/AI Mercado	
Entrance Station Group		Barbara Johnson	
RP/HL/LPK Group		Ryan Meyer	
Fire Division		Chris Lindquist / Pat Edwards	
Helibase Group		Henry del Valle	
Headquarters Division		Alan Scott	
Shutter Group		Rudy Beotegui	
Office Group		Fred Herling	
Vehicle Group		Kathy Lewis	
<b>c. Branch IV—Key Largo</b>			
Key Largo Branch Director		Dan Kiger / Brandon Moore	
<b>d. Branch V—Maintenance</b>			
Maintenance Branch Director		Rich Ahern	
Task Force 1—Utilities		Ray Carpenter	
Task Force 2—Special Equipment		Curtis Powell	
Task Force 3—Shutters		Joe Figieri	
<b>e. Branch VI—Research</b>			
Research Branch Director		PJ Walker/Hillary Cooley	
Dan Beard Center Division		Jonathan Taylor	
Vehicle Task Force		Jimi Sadle	
Boat Task Force		Steve Tennis	
Computer Specialist		John Lara	
Office Task Force		Sonja Lederer	
Outside Task Force		Skip Snow	
Museum/Archives/Library		Nancy Russell	
Krome Division		Kim Gomez	
Staging Group		Cheri Oliveri	
<b>f. Branch VII—Flamingo</b>			
Flamingo Branch Director		Tony Terry	
Flamingo Visitor Services Group		Steve Mullet	
Flamingo Maintenance Group		Tom Mitchell	
<b>11. Dry Tortugas Operations Section</b>			
DRTO Operations Section Chief		Dave Fuellner	
Dry Tortugas Group		Tree Gottshall	
Key West Group		Chris Ziegler	
M/V Fort Jefferson Group		Blue (Clay) Douglass	

## Command and General Staff - ICS Organizational Roles

### Incident Commander:

- Present clear authority and knowledge of agency policy
- Ensure incident safety
- Assess the situation
- Establish immediate priorities
- Determine incident objectives and strategies to be followed
- Establish the level of organization needed and continually monitor the operation and organization effectiveness
- Manage planning meetings as necessary
- Approve and implement the Incident Action Plan
- Coordinate Command and General Staff activities
- Approve requests for additional resources or for the release of resources
- Authorize the release of information to the media
- Order demobilization of the incident when appropriate
- Ensure incident after-action review is complete

### Command Staff:

#### Public Information Officer

- Interface with public, media, and/or other agencies regarding incident related information requirements
- Provide accurate & complete information regarding the current situation—resources committed and matters of general interest for both internal and external consumption

#### Safety Officer

- Responsible for system and procedure necessary to ensure ongoing assessment of hazardous environments
- Coordinate multi-agency safety efforts
- Implement measures to promote emergency responder safety, as well as general safety of incident personnel
- Exercise emergency authority to stop and/or prevent unsafe acts during incident operations
- Ensure coordination of safety management functions and issues across jurisdictions & functional agencies, within the private-sector, and non-governmental organizations

#### Liaison Officer

- Provide a point of contact for representatives of other governmental agencies, non-governmental organizations, and/or private entities
- Present agency policy or operational issues to the attention of the incident commander
- Establish and maintain communication with cooperating and assisting agency managers

## **General Staff:**

### **Operations Section Chief:**

The Operations Section Chief is responsible for managing all tactical operations at an incident and the Incident Action Plan provides the necessary guidance. Major responsibilities of the Operations Section Chief are to:

- Manage tactical operations
- Assist in the development of the operations portion of the IAP—this usually requires filling out the ICS form 215 prior to the Planning Meeting
- Supervise the execution of the operations portion of the IAP
- Maintain close contact with subordinate positions
- Ensure safe tactical operations
- Request additional resources to support tactical operations and approve release of resources from active assignments
- Make or approve expedient changes to the operations portion of the IAP
- Maintain close communication with the Incident Commander

### **Planning Section Chief:**

The planning section chief is responsible for providing planning services for the incident. Major responsibilities of the Planning Section Chief are to:

- Collect and manage all incident-relevant operational data
- Provide input to the Incident Commander and Operations Section Chief for use preparing the Incident Action Plan
- Supervise preparation of the Incident Action Plan
- Conduct and facilitate planning meetings
- Establish information requirements and reporting schedules for Planning Section Unit
- Determine the need for specialized resources to support the incident
- Establish specialized data collection systems as necessary (e.g., weather)
- Assemble information on alternative strategies and contingency plans
- Provide periodic predictions on incident potential
- Report any significant changes in incident status
- Compile and display incident status information
- Oversee preparation of the demobilization plan
- Incorporate Traffic, Medical, Communications Plans, and other supporting material into the Incident Action Plan

### **Logistics Section Chief:**

The Logistics Section Chief provides all incident support needs with the exception of logistical support of air operations. The Logistics Section Chief is responsible for providing:

- Facilities
- Transportation
- Communications

- Supplies
- Equipment maintenance and fueling
- Food services (for responders)
- Medical Services (for responders)
- All off-incident resources
- Manage all incident logistics
- Provide logistical input to the Incident Commander in preparing the incident action Plan
- Brief Logistics Branch Directors and Unit Leaders as needed
- Identify anticipated and known incident service and support requirements
- Request additional resources as needed
- Develop as required, the Communication, Medical, and Traffic Plans
- Oversee demobilization of the logistics Section

**Finance/Administration Section Chief:**

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Major responsibilities of the Finance/Administration Section Chief are to:

- Manage all financial aspects of an incident
- Provide financial and cost analysis information as requested
- Ensure compensation and claims functions are being addressed relative to the incident
- Develop operating plan for the Finance/Administration Section, fill section supply and support needs
- Meet with assisting and cooperating agency representatives as needed
- Maintain daily contact with agency administration headquarters on finance matters
- Ensure that all personnel and equipment time records are accurately completed and transmitted according to policy
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow up

## **Operations Section Incident Checklists**

### **Everglades Operations Section**

#### **Branch I – Gulf Coast**

**General**

**Visitor Center/Interpretation**

#### **Branch II – NE Districts**

**(Tamiami, Shark Valley, Loop Road, East Ever, Chekika)**

#### **Branch III – Pine Island**

**Pine Island Visitor Services Division**

**Fire Division**

**Headquarters Division**

#### **Branch IV – Key Largo**

#### **Branch V – Maintenance**

#### **Branch VI – Research**

**Dan Beard Center Division**

**Krome Division**

**Museum, Archives, & Library Group**

#### **Branch VII – Flamingo**

### **Dry Tortugas Operations Section**

**Dry Tortugas Group**

**DRTO & Poinciana Housing Evacuation Plan**

**NPS M/V *Fort Jefferson***

## Gulf Coast Branch Hurricane Checklist

Note: See following Gulf Coast Visitor Center Checklist for more detailed preparations for visitor center/interpretation operation.

### General Hurricane Season

- 1) Review the Hurricane Plan. There are blank general messages, unit logs, “red dogs”, and crew time reports (CTR’s).
- 2) Meet with the Maintenance and VP Group Supervisors, as well as the designated ENPBT representative, on general hurricane prep. Review the Hurricane plan and know what the responsibilities are. A meeting with these individuals will be held once a month during the hurricane season.
- 3) Ensure that non-essential equipment be secured upstairs in the maintenance office. Also see that the area is orderly and loose items are strapped or banded together. Monthly meetings should address this.
- 4) Remove all maintenance equipment from the backcountry, ensure that all building materials being used in backcountry are tied down in the appropriate staging area.
- 5) Ensure that any equipment or PPE short-comings are identified and reported to the Park Management Team for funding.
- 6) Ensure that all vessels have working trailers. Trailers must be checked for adequate bearings, tires, tire pressure, lights, and chains with shackles. Monthly meetings should address this. Report all deficiencies to FMSS via work request.
- 7) Advise residents that they are responsible for securing all accordion shutters, prior to leaving for extended periods (vacation, FLETC, details) during the hurricane season. They are also responsible for securing any items inside their residences prior to leaving.
- 8) Ensure that residents understand that at the time of an evacuation they are required to leave Everglades City and report to the Shelter area. They are responsible for bringing with them supplies to last several days. Encourage that they bring with them items of a high monetary or personal value. In addition, they are responsible for evacuating their own vehicles and vessels.
- 9) Group Supervisor will advise all staff that only items stored in “**My Documents**” folder on computers will be backed up.

### Preliminary Hurricane Preparation (72-48 hours before Landfall)

- 1) Attend the Incident Command briefing. After the briefing, advise the Maintenance and Visitor Services Group Supervisors and the designated ENPBT representative.
- 2) Contact Logistics to reserve rooms at the Comfort Inn and /or La Quinta (if resident has pets) for evacuation of staff.
- 3) Submit a resource order for special teams or personnel if needed.
- 4) Advise personnel that they are responsible for providing their own supplies during this operational period.

- 5) Submit a resource order for a helicopter to be used for backcountry patrol at the beginning of the next Operational Period. This patrol will include all backcountry areas in Flamingo, Key Largo, and Gulf Coast Districts. Call the Branch Directors in those Districts to coordinate this effort. Ensure that personnel who will be flying have adequate personal protective equipment and have adequate charts. The CTR must include a notation for hazardous duty for those personnel flying in aircraft.
- 6) Ensure a backcountry patrol of the Gulf Coast District will be accomplished, at the beginning of the next Operational Period, via a District vessel as well. The District vessel will be in the backcountry as the fly over is conducted. This will coordinate a surface unit with the air unit to notify any vessels of the impending storm.
- 7) Review all backcountry permits. **All individuals** on the backcountry permits must be accounted for.
- 8) After the official notification of the backcountry closure, a patrol vessel will remain available for SAR and LE purposes.
- 9) Ranger Station and Visitor Center staff will start covering items during this Operational Period. All Computers/Battery backups, Fax/Copier/Cash Register etc. are unplugged and covered with plastic or placed in action packer bins under plastic.
- 10) Staff will begin removing non-essential equipment, vehicles and vessels to Big Cypress Headquarters (BICY) and will tie down all vessels. All vehicles will be parked near the Pole Barn behind BICY maintenance. **DO NOT PARK ANY VEHICLES NEXT TO BIG CYPRESS HQ OR ANY HOTELS WITH GRAVEL ROOFS.** The gravel roof will destroy windows and paint on vehicles.
- 11) Staff will shutter all non-occupied housing units and the Ranger Station/Visitor Center during this Operational Period. Residents will be assisted by staff in securing their accordion shutters. Inspect laundry areas. Place washers and dryers on blocks. Check trailer pads for loose material and secure sewage caps.
- 12) Conduct a walk about and determine any problems. Report to GC Branch Director and remedy situation.
- 13) Crew Time Reports (CTR's) are faxed or e-mailed to Operations at the beginning of each operational period to alert the planning section of whom is on duty.
- 14) At the end of the Operational Period, CTR's are faxed or e-mailed to Time Unit at and Unit Logs are faxed or e-mailed to the Planning Section. See IAPs for numbers and contact names.

### **Advanced Hurricane Preparation (48-24 hours before Landfall)**

- 1) The helicopter and vessel patrols of the backcountry have been accomplished with all parties accounted for.
- 2) The evacuation of non-essential vehicles and vessels is completed during this Operational Period.
- 3) The shuttering project is completed. Residents are advised they are responsible for securing the front door shutter after prior to departing for shelter area. **Any problems have to be dealt with now.**
- 4) The items in the Maintenance office and Ranger Station are packed and secured. Backups are made of computer operating systems.
- 5) The park will close during this Operational Period. Visitors are asked to leave the Park.

- 6) Ensure the trash cans are secured, tied to fence or placed in bathroom. Secure all lids on dumpsters to prevent trash from being blown around.
- 7) Drive around the district. Report any problems that need immediate attention to the GC Branch Director.
- 8) Crew Time Reports (CTR's) are faxed or e-mailed to Operations at the beginning of each operational period to alert the planning section of whom is on duty.
- 9) At the end of the Operational Period, CTR's are faxed or e-mailed to Time Unit at and Unit Logs are faxed or e-mailed to the Planning Section. See IAPs for numbers and contact names.

### **Final Hurricane Prep (24-0 hrs BLF)**

- 1) The Branch IMT Leader receives a final report of the status of the Gulf Coast. Any tasks not accomplished are explained and noted on the Unit Log.
- 2) NO VEHICLES will be left in Everglades City during this operational period.
- 3) All personnel are evacuated. **No exceptions.**
- 4) Crew Time Reports (CTR's) are faxed or e-mailed to Operations at the beginning of each operational period to alert the planning section of whom is on duty.
- 5) At the end of the Operational Period. CTR's are faxed or e-mailed to Time Unit at and Unit Logs are faxed or e-mailed to the Planning Section. See IAPs for numbers and contact names.

### **Post Hurricane Recovery**

- 1) The Strike Team (members TBD based on event) will drive to Everglades City together. The Strike Team is equipped with the pick up (chain saw equipped), and response trailer.
- 2) The Strike Team will identify any immediate life and safety hazards in the occupied areas of the District and will work with Collier County SO in responding to any incident.
- 3) The Strike Team will provide initial assessments of any damage in the District.
- 4) Resource orders are submitted for work crews as problems are encountered. Work crews are to be self-sufficient during this Operational Period.
- 5) At the end of the Operational Period, CTR's are faxed or e-mailed to Time Unit at and Unit Logs are faxed or e-mailed to the Planning Section. See IAPs for numbers and contact names.
- 6) Rangers complete a thorough boat patrol of district and check all chickees, Aids to navigation, campsites, and facilities. All damage to Aids to Navigation is reported to U.S. Coast Guard, Station Fort Myers Beach. Damage to park facilities is reported to maintenance and Operations section. Rangers will retrieve one boat from Ochopee for initial patrol.
- 7) As time permits, vehicles, vessels and mobile equipment will be brought back.

### **Hurricane Breakdown**

The final Operational Period is the hurricane breakdown. The following tasks must be accomplished in this time period.

- 1) The Visitor Center and Ranger Station shutters are the first priorities. Occupied housing shutters are the next priority. Unoccupied housing shutters should remain closed throughout the hurricane season.
- 2) The Visitor Center, Ranger Station and Maintenance Office will have items uncovered and computers brought back online.
- 3) Backcountry campsites will be made ready to reopen.
- 4) All bulletins posted during the evacuation are removed.
- 5) Work crews that have completed their tasks are reassigned or released by the Branch Director with advisement from the Group Supervisors.
- 6) Ensuring the District is ready for the visiting public is a priority but safety is the highest priority. Advise the Group Supervisors to instruct their work crews of this goal.
- 7) At the end of the Operational Period, CTR's are faxed or e-mailed to Time Unit at and Unit Logs are faxed or e-mailed to the Planning Section. See IAPs for numbers and contact names.
- 8) There are many more things to do that are not on this list. This document acts as a rough outline of things that need to be completed.

# Gulf Coast Visitor Center Hurricane Checklist

## General Hurricane Season

- Group supervisor will participate with Branch Director and other supervisors in the branch to review preparations, identify and rectify problems or needs, review staffing and provide input for monthly Command/General Staff meetings.
- Work with DMT's to implement Hurricane Cleanup day(s)
- Get personal documents and other personal items together before the storm hits. The front closet is a great place to store everything, and will save time when there is an evacuation.
- If there is a storm surge, the first floor can get flooded. Bring important items upstairs or raise them up off the floor.
- Make sure you have enough food before a storm is announced.
- Put water containers in the freezer. If the electricity goes out, they will keep the other items cold, and you'll have extra water on hand.
- Make an inventory of the items in your house, and take pictures. Keep this inventory with you during an evacuation. If anything is damaged, this will make it easier to file a claim.

## Preliminary Hurricane Preparation (72-48 hours before Landfall)

Ranger Station:

- Find out if the visitor center will remain open during hurricane preparation. If so, make sure the visitor center desk is staffed at all times.
- Once hurricane preparations are announced, the incident supervisor will be in charge of *all* departments.
- Find out if the backcountry will be closed to camping or to all use, and post closure signs at the self-registration box and the visitor center.
  - Signs are kept in the hurricane folder.
  - If additional signs are needed, make sure they include emergency numbers (park dispatch: 305-242-7740, and 911). A copy of the closure signs is in the floppy disk in the hurricane folder.
- Remove the backcountry book from the backcountry box.
- Determine the status of Concession Boat tours – last trip, vessel storage, etc. All Concession boats, including paddle craft will be moored off site during the advanced prep period (48-24 hours BLF).
- Check permit file to see if there are any campers in the backcountry. If there are campers, notify LE rangers.
- Bring the elevator to the 2<sup>nd</sup> floor and turn off.
- Close out cash registers and credit card machines.
- Make sure staff has emergency contact information, including employee contacts, the hurricane hotline, and incident command numbers.
  - Notify your supervisor and the incident supervisor of any changes to the contact information
- Inform area marinas and Everglades Boat Tours of park closure:
  - Everglades Boat Tours: 695-2591
  - Glades Haven: 695-2628
  - Outdoor Resorts: 695-2881
  - Chokoloskee Island Park: 695-2414
  - Rod & Gun Club: 239-695-2101
  - Port of the Islands: 1-800-237-4173 or 394-3101
  - Everglades City Chamber of Commerce: 695-3941
  - Big Cypress: 695-1201
- Close shutters in the visitor center and maintenance shed.
- Secure canoes, kayaks, and bikes:
  - Secure canoes and kayaks to canoe trailer and haul to Big Cypress Head Quarters

- Walk through the yard and make sure any loose items are secured or brought indoors.
- Empty out recycling bins at top of rear stairs and bring inside VC.
- Charge batteries for:
  - Digital camera, Radios, Lanterns
  - Chargers are in the cabinet in the Interp office
- Fill up vehicles and boats with gas and take to Big Cypress headquarters.
  - If there is no evacuation, shuttle personal vehicles to Big Cypress and return with a government vehicle. The salt water from a storm surge will damage vehicles.
  - Park personal vehicles behind the main building and government vehicles by the maintenance shed.
    - If you do not have an Everglades sticker, leave a note in the dashboard of your car stating that you are a Gulf Coast employee.
  - Boats to take to BICY:
    - 22' Pathfinder E-6
    - 22' Pathfinder E-7
    - 21' Intruder E-2
    - 16' Carolina Skiff E-5
    - 18' Sea Ark E-4
    - 18' Boston Whaler E-3
    - Interp Jon boat 16'
    - Maint. Barge Sea Ark 26'
    - Maint. Barge Stanley 24'
    - Maint. Carolina Tiller steer 16'
  - Vehicles to take to BICY:
    - Chevy truck, Rangers LE
    - Chevy truck, Maintenance
    - Ford Explorer LE
    - Interp van Chevy
    - Maintenance van Dodge
- Load the following equipment into white trailer (combination 5782):
  - Generators (5)
  - Water jugs; 5-gallon (6)
  - Ice (3 orange, 3 blue, and 4 white coolers)
  - Air compressor
  - Extension cords (2)
  - Boat tool kit
  - Large red rolling tool box
  - Extension cords (2)
  - Spare tire
  - Transparent EMS chest
  - Backboard
  - Oxygen
  - Saw kit
  - Two-burner camp stoves (2)
  - MRE's
  - Pet carrier
  - Buckets with tow and dock lines
  - Extra rope
  - Black Tote:
    - Jumper cables
    - MRE's
    - Propane (3)
    - Hammers (2)
    - Insect repellent (3)
  - Plastic sheeting
  - Wool blanket
  - Coleman lamp
  - Coleman stoves (3)
  - Box of misc. nails, screws, u-bolts
  - Orange EMS wound management kit
  - Sealed box (has label tag)
  - Fire extinguishers (2)
  - Bull horn
  - Tool boxes (2 large)
  - Drill
  - WD-40
  - Jack
  - Old fax machine (Sharp FO-1700R)
- Load into large ranger six pack truck:
  - Gas cans
  - Oil, Ice Chests
  - Coleman fuel
- Load onto Maintenance Trailer A:
  - Sarlo Mower
  - Cement Mixers
  - Pressure washer
  - Sewer trash pump

- Hydraulic pile drivers (2)
  - 300 Gallon sewage tank
  - Maintenance John boat
  - Toro Riding mower
- Load onto Maintenance Trailer B:

### **Advanced Hurricane Preparation (48-24 hours before landfall)**

- Back up computers on to the external hard drive or flash drive
  - Take hard drive (flash drive) to evacuation site.
- Put Interp computer processors in plastic bags and place in action packers.
  - Action packers and plastic bags are stored in the maintenance building.
  - If there is not enough space in the action packers for all the monitors, the one that is used in the Visitor Center for the wilderness waterway presentation can be left out, but still pack it in plastic.
- Cover LE computers in plastic.
- Secure program hardware in action packers, or take to evacuation site.
- Cover all other electronics with plastic:
  - Monitors – cover and place under desk
  - Printers
  - Scanners
  - Cash registers
  - Battery backups to all computers & cash registers – unplug and turn off
  - Phones
  - Check office area for unsecured property
- Cover books with plastic:
  - Library books
  - Cooperating association books
- Park Service items to take to the evacuation site:
  - Hard drive back up
  - Lanterns
  - Radio
  - Digital camera and charger
  - List of emergency phone numbers

### **Residences:**

- Close accordion shutters in the residences (if needed).
- Turn off water and water heater if there is a chance of a storm surge.
  - Main water valve is on the outside, South East corner of the house
- Move valuables upstairs, or at least move them up off the floor.
- Items to have if there is no evacuation:
  - Water – at least 1 gallon a day per person, for 3-7 days.
  - Flashlights, headlamps & batteries
  - Canned food that doesn't have to be heated.

### **Residence**

- Close accordion shutters
  - Only accordion upstairs are closed - if you want to protect your belongings in the downstairs storage area, bring items up to the second floor. Any storm surge will flood the downstairs area.
- Bring in all lawn furniture, garbage containers and recycling bins.
- Make sure your vehicle has a full tank of gas.

### **Final Hurricane Prep (24-0 hrs before landfall)**

- Finish any uncompleted items.

- If there is an evacuation, go to the evacuation site. Employees living in government housing will be put up in a hotel or the shelter at Headquarters. If you cannot stay at the hotel for any reason, make sure to tell your supervisor and incident supervisor, and provide a cell phone number and/or emergency contact number.
- Personal items to take to the evacuation site:
  - Water and food that does not need heating for at least five to seven days
  - Can opener, disposable plates and utensils
  - Blankets/pillows (if staying at a shelter)
  - Clothing, including **rain jacket** and **bug jacket**
  - Prescription drugs, extra contact lenses, any other first aid supplies
  - Toiletries
  - Flashlight/batteries
  - Cash – banks and ATM’s may be down for several days
  - Keys
  - Important documents:
    - Health and renter’s/home insurance documents
    - Bank account information
    - Medical records
    - Social Security Card
    - Passport
    - Driver’s license
    - Copy of government’s renter’s agreement (you may need to show proof you live in Everglades City if the road reopens to residents only)
    - Back up disks of important files
  - Pets:
    - ID tags
    - Medication
    - Food & water, bowls
    - Plastic bags for cleaning up
    - Immunization records
    - Training pads (if you can’t get outside)
  - Books and playing cards
- If you are not being evacuated, stay indoors until the storm surge has subsided.

### **Post Hurricane Recovery**

- Call the hotline number 305-242-7719 or 305-224-4280 to report your status and get up-to-date information about returning to the park. If both lines are down for extended periods, call the Shenandoah National Park at 1-888-246-4335.
- Do not return to the park until you are notified by the incident supervisor.
- If staying at a hotel, get an *itemized* receipt upon checkout.

# NE Districts Branch Hurricane Checklist

## General Hurricane Season

- Review the Hurricane Plan. Update personal information forms for each park employee, concession employees, and VIP and update lists for distribution. Update Hurricane Plan binders located at Tamiami Ranger Station, Loop Road Environmental Education Center, Shark Valley Interpretive Office, Shark Valley Entrance Station, and East Everglades Ranger Station with information such as crew assignment lists, blank general message forms, unit logs, ect.
- NE Branch Director, Tamiami and East Everglades Division Supervisors, designated Shark Valley Tram Tours representative, and other area supervisors will meet monthly during the hurricane season to review general hurricane preparations, identify and rectify problems or needs, review staffing and provide input for monthly Command/General Staff meetings. After each meeting, a unit log (ICS 214) will be completed by the Branch Director and be submitted to the Operations Section Chief by the 9th of each month.
- Schedule a work day in late May to conduct work projects such as securing areas that are generally closed during the summer months such as Trail Center and Loop Road EE Center by shuttering all unoccupied facilities, securing picnic tables and any other loose items, move port-a-jons from Loop Road EE Center to Loop Road Ranger Station in BICY for the hurricane season storage. Shutter windows of unoccupied rooms at the Big Hernandez House. Inspect and clean-up Tamiami and East Everglades Ranger Station Facilities, Chekika and Shark Valley Administrative Areas, ensure that all non-essential equipment that is not needed for immediate use is stored. This includes airboats which are stored either at the Loop Road Ranger Station in BICY or Kendall Gliderport in East Everglades ensure that these vessels are in good working order remain available for emergency response throughout the hurricane season.
- Advise NE Branch residents that they are responsible for securing any shutters on their residences that are easily reached prior to leaving for extended periods (annual leave, training, details) during hurricane season. They are also responsible for securing any items inside their residences prior to leaving.

## Preliminary Hurricane Preparation 72-48 hours before Landfall

- Branch Director will attend IMT briefing at HQ. Following this meeting information will be relayed to Tamiami and East Everglades Division Supervisors for dissemination at staff meetings. The same information will also be relayed to the designated Shark Valley Tram Tours. The Branch Director will establish a liaison with the Miccosukee Police Department during this Operational Period.
- Staff Meetings will be held at Shark Valley Interpretive Office in the Tamiami Division, and East Everglades Ranger Station in the East Everglades Division. Division Supervisors will pass along information to employees regarding up to date hurricane information from the Incident Management Team. Time frames for park closures will be announced at this time. Each Division Supervisor will ensure that they have current emergency contact information for each employee during this meeting. Each Division Supervisor will make assignments of personnel at this time. Park residents will be advised of hurricane evacuation plans.
- Crew Time Reports will be faxed to the Operations Section Chief at the beginning of the Operational Period indicating the available staffing levels in each division. Completed Crew Time Reports and Unit Logs are faxed to Operations at the end of the Operational Period. Branch Director will

maintain copies of all Crew Time Reports to have a back up in the event that payroll issues arise following the incident. Division Supervisors are responsible for assuring that all personnel under them are accounted for in their divisions Crew Time Report.

- Information will be made available to visitors at Shark Valley advising of the storm approach and anticipated park closure timetable. The Entrance Station and Visitor Center at Shark Valley will remain open during this Operational Period.
- Staff will start covering items in their offices. Items will be covered with plastic or placed in Action Packers. Each room will have a sheet posted on the wall indicating which items need to be placed in Action Packers. Computers will be have “My Documents” files backed up to CD-R’s before being stored. Each CPU will be stored in a water resistant container.
- Ensure that all portable fuel containers are filled with the appropriate fuel type. Make sure appropriate quantities of Unleaded Gas, Diesel, AV Gas, Chainsaw Mix are on hand at Tamiami and East Everglades Ranger Station Fuel Sheds.
- Ensure that all generators and chainsaws are operational, fueled, and ready for use after the storm.
- As tasks are completed all employees will check-in with their Division Supervisor for further assignments. Employees must be released by the Branch Director through their respective Division Supervisor.

#### ***AREA SPECIFIC TASKS:***

##### **East Everglades Complex:**

- Shutter East Everglades Ranger Station and Big Hernandez House windows and glass doors. Do NOT shutter front doors of these buildings at this time.
- Make sure that space is available at Kendall Gliderport for storage of NPS and FWC Airboats and ATV’s . Leave space for storage of NPS vehicles to be stored during the next Operational Period.
- Secure all outdoor equipment and out buildings.
- All water resistant containers will be stored above the floor level in the East Everglades Ranger Station.
- One computer with internet access, and the fax machine should remain operational during this period.

##### **Shark Valley Complex:**

- Shutter all buildings except for the Visitor Center and Entrance Station. Do NOT shutter front doors of any of the buildings at this time.
- Secure all outdoor equipment and out buildings.
- Load port-a-jons on trailer, and transport to Loop Road Ranger Station in BICY.
- All water resistant containers will be stored above the floor level or moved to the Loop Road Environmental Education Center.

##### **Tamiami Ranger Station Complex:**

- Shutter all buildings. Do NOT shutter front doors of any of the buildings at this time.
- Secure all outdoor equipment and out buildings, pay particular attention to the Pole Barn, Ranger Shed, and Maintenance Sheds. Store any items that can be stored inside of the sheds.
- Transport airboats to Loop Road Ranger Station in BICY.

- All water resistant containers will be stored above the floor level or moved to the Loop Road Environmental Education Center.
- One computer with internet access, and the fax machine should remain operational during this period.

**Loop Road Environmental Education Center:**

- Shutter all buildings. Do NOT shutter front doors of any of the buildings at this time.
- Secure all outdoor equipment and out buildings. If port-a-jons remain on-site, load on trailer and transport to Loop Road Ranger Station in BICY.

**Trail Center Complex:**

- Ensure that all buildings are completely shuttered.
- Ensure that all outdoor equipment and out buildings are secure.

**Advanced Hurricane Preparation 48-24 hours before Landfall**

- Branch Director will attend IMT briefing at HQ. Following this meeting information will be relayed to Tamiami and East Everglades Division Supervisors for dissemination at staff meetings. The same information will also be relayed to the designated Shark Valley Tram Tours.
- Staff Meetings will be held at Shark Valley Interpretive Office in the Tamiami Division, and East Everglades Ranger Station in the East Everglades Division. Division Supervisors will pass along information to employees regarding up to date hurricane information from the Incident Management Team. Time frames for park closures will be announced at this time. Each Division Supervisor will ensure that they have current emergency contact information for each employee during this meeting. Each Division Supervisor will make assignments of personnel at this time. Park residents will be advised of hurricane evacuation plans.
- Crew Time Reports will be faxed to the Operations Section Chief at the beginning of the Operational Period indicating the available staffing levels in each division. Completed Crew Time Reports and Unit Logs are faxed to Operations at the end of the Operational Period. Branch Director will maintain copies of all Crew Time Reports to have a back up in the event that payroll issues arise following the incident. Division Supervisors are responsible for assuring that all personnel under them are accounted for in their divisions Crew Time Report.
- The park will close to visitors during this Operational Period. Concession operations will shut down during this Operational Period. All Visitors will be asked to leave. A sign will be posted at the Shark Valley Gate once the gate is closed.
- Ensure that all Government Vehicles and Vessels have full tanks of fuel.
- Branch Director will maintain contact with BICY Rangers to ensure that they do not need any further assistance.
- As tasks are completed all employees will check-in with their Division Supervisor for further assignments. Employees must be released by the Branch Director through their respective Division Supervisor. All not essential employees will be released by the end of this Operational Period.
- Branch Director will notify the Miccosukee Police Department Liaison once Shark Valley is closed, information will be obtained on tribal safe houses and evacuation plans.

## ***AREA SPECIFIC TASKS:***

### **East Everglades Complex:**

- Ensure that all buildings are completely shuttered.
- Ensure that all outdoor equipment and out buildings are secure.
- Move all vehicles that will not be needed directly following the hurricane into the Kendall Gliderport.
- All water resistant containers will be stored above the floor level in the East Everglades Ranger Station.
- One computer with internet access, and the fax machine should remain operational until the end of this Operational Period. These items will be secured by the Division Supervisor once they are no longer needed.
- Ensure that one LE Patrol Vehicle is loaded with emergency equipment including a chain saw for post storm operations.

### **Shark Valley Complex:**

- Ensure that all buildings are completely shuttered. Keep Entrance Station and Visitor Center staffed until the area closes to visitors.
- Ensure that all outdoor equipment and out buildings are secure.
- Move all government vehicles that will not be needed directly following the hurricane to Loop Road Ranger Station or Kendall Gliderport depending on storm track.
- Ensure that Shark Valley Tram Tours hurricane preparations are complete, and provide assistance as necessary.

### **Tamiami Ranger Station Complex:**

- Ensure that all buildings are completely shuttered.
- Ensure that all outdoor equipment and out buildings are secure.
- Move all government vehicles that will not be needed directly following the hurricane to Loop Road Ranger Station or Kendall Gliderport depending on storm track.
- One computer with internet access, and the fax machine should remain operational until the end of this Operational Period. These items will be secured by the Division Supervisor once they are no longer needed.
- Ensure that one LE Patrol Vehicle is loaded with emergency equipment including a chainsaw for post storm operations.
- Store excess Emergency/Medical Equipment at Loop Road Environmental Education Center.

### **Loop Road Environmental Education Center:**

- Ensure that all buildings are completely shuttered.
- Ensure that all outdoor equipment and out buildings are secure.
- Move all government vehicles that will not be needed directly following the hurricane to Loop Road Ranger Station or Kendall Gliderport depending on storm track.
- All water resistant containers from the Tamiami Division will be stored above the floor level inside the Loop Road Environmental Education Center.

### **Trail Center Complex:**

- Ensure that all buildings are completely shuttered.
- Ensure that all outdoor equipment and out buildings are secure.

- Branch Director will attend IMT briefing at HQ. Following this meeting information will be relayed to Tamiami and East Everglades Division Supervisors for dissemination at staff meetings. The same information will also be relayed to the designated Shark Valley Tram Tours. Branch Director will maintain contact with the Miccosukee Police Department Liaison and BICY Rangers through this Operational Period.
- Crew Time Reports will be faxed to the Operations Section Chief at the beginning of the Operational Period indicating the available staffing levels in each division. Completed Crew Time Reports and Unit Logs are faxed to Operations at the end of the Operational Period. Branch Director will maintain copies of all Crew Time Reports to have a back up in the event that payroll issues arise following the incident. Division Supervisors are responsible for assuring that all personnel under them are accounted for in their divisions Crew Time Report.
- Law Enforcement Rangers will perform patrol operations to ensure security of all facilities within the Branch.
- Branch Director and Division Supervisors will review hurricane preparations to ensure that all necessary tasks have been completed. A determination should be made if work should continue if necessary.
- If not done previously, all non-essential employees should be released ASAP.
- All Park Residents will evacuate to designated locations.
- The Final Inspection Strike Team will conduct a final sweep of Shark Valley, Tamiami, and Loop Road facilities to ensure that all Park Residents have evacuated, and that all facilities and gates are secure. This team will depart the area with sufficient time to safely relocate to their designated evacuation location.

### **Post Hurricane Recovery**

- Branch Director should make an assessment of available personnel and assign them to various strike teams. It should be expected that there will not be enough personnel to staff all strike teams. Strike teams should be staffed in priority order and personnel reassigned to other teams as tasks are completed.
- Identify immediate life and safety hazards in occupied areas of the park.
- Provide initial assessments of the damage incurred to the park. This includes accessibility, safety hazards, and damage to government, concession, and employee property.
- Personnel should work in teams of at least two employees, each team should carry EMS gear and a chainsaw kits.
- Crew Time Reports will be faxed to the Operations Section Chief through the Branch Director at the beginning of the Operational Period indicating the available staffing levels in each division. Completed Crew Time Reports and Unit Logs are faxed to Operations through the Branch Director at the end of the Operational Period. Branch Director will maintain copies of all Crew Time Reports to have a back up in the event that payroll issues arise following the incident. Division Supervisors

are responsible for assuring that all personnel under them are accounted for in their divisions Crew Time Report.

- As tasks are completed all employees will check-in with their Division Supervisor for further assignments. Employees must be released by the Branch Director through their respective Division Supervisor.

### **Hurricane Breakdown**

- Branch Director will contact Division Supervisors and Concession Representative to keep them apprised of park opening plans.
- Branch Director will attend IMT briefing at HQ. Following this meeting information will be relayed to Tamiami and East Everglades Division Supervisors for dissemination at staff meetings. The same information will also be relayed to the designated Shark Valley Tram Tours. Branch Director will notify Miccosukee Police Department Liaison of the opening of the park.
- The goal of this Operational Period will be to return all facilities and equipment to normal operation.
- Crew Time Reports will be faxed to the Operations Section Chief through the Branch Director at the beginning of the Operational Period indicating the available staffing levels in each division. Completed Crew Time Reports and Unit Logs are faxed to Operations through the Branch Director at the end of the Operational Period. Branch Director will maintain copies of all Crew Time Reports to have a back up in the event that payroll issues arise following the incident. Division Supervisors are responsible for assuring that all personnel under them are accounted for in their divisions Crew Time Report.
- Branch Director should make an assessment of available personnel and assign them to various strike teams. It should be expected that there will not be enough personnel to staff all strike teams. Strike teams should be staffed in priority order and personnel reassigned to other teams as tasks are completed.
- Vehicles and Vessels, as well as emergency supplies should be returned to response ready state.
- Shark Valley Entrance Station, Shark Valley Visitor Center, Shark Valley Interpretation Office, Loop Road Environmental Education Center, Tamiami Ranger Station, and East Everglades Ranger Station should be returned to operational readiness condition.
- Equipment stored at Loop Road Education Center prior to the storm should be returned to its proper location.
- Occupied residences and facilities need to be unshuttered. If other storms are forecasted in the near future careful decision should be made on deciding which shutters should be removed.
- As tasks are completed all employees will check-in with their Division Supervisor for further assignments. Employees must be released by the Branch Director through their respective Division Supervisor.

# Pine Island Branch Hurricane Checklists

## Pine Island Visitor Services Hurricane Checklist

### General Hurricane Season

- Review and revise hurricane plan.
- Regularly meet with the Branch Director and Group Supervisors on general hurricane prep.
- Schedule a hurricane clean-up day.
- When the Hidden Lake season is complete, move canoes to the Missile Base and secure facilities.

### Pre-Hurricane Preparation - 72-48 hours before Landfall

- Have all employees attend incident briefing.
- Advise individuals in the Campground of the approaching hurricane
- Continue to collect fees, inform visitors of impending storm and possible park closure.
- Install gates inside park entrance
- Pack offices and secure computers.
- Install shutters on all buildings in Pine Island, Royal Palm, and LPK campground.
- Store non-essentials airboats, vehicles, boats and other equipment.
- Coordinate with FNPMA AT Royal Palm.
- Check EMS and LE equipment
- Ensure readiness of P.I. Ranger chainsaw
- Pick-up all loose items around all buildings.
- Establish LE patrol and Main Entrance Station schedules.
- CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.
- Advise Branch Director on status of all assigned tasks.

### Advanced Hurricane Prep - 48-24 Hours before landfall

- Have all employees attend incident briefing.
- Complete any tasks remaining from the previous operational period.
- The park will close during this Operational Period. Visitors are asked to leave the Park.
- Patrol all roads in the district and place barricades at beginning of LPK roads.
- Close gates, install signs notifying public of park's closure at 217 Avenue, Robert is Here, etc.
- Move water barrels into place and fill them from a fire engine.
- Continue to staff the Main Entrance Station with a Visitor Use Assistant as long as possible.
- With consent of Branch Director, release employees when all tasks are completed.
- CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.
- Advise Branch Director on status of all assigned tasks.

### **Final Hurricane Prep - 24-0 hrs before landfall**

- Complete final security check of all buildings
- Secure access points, staff gate until just before storm arrives.
- Continue to staff the Main Entrance Station as long as reasonable.
- Fuel and secure all vehicles.
- Finalize a Protection Division work schedule to provide coverage/response.
- CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.
- Advise Branch Director on status of all assigned tasks.

### **Post-Hurricane Recovery**

- Secure access points
- Have all employees attend incident briefing.
- Provide initial assessment of damage/hazards
- Convert PIRS meeting area into EMS room.
- Establish LE patrol and Main Entrance Station schedules.
- Open gates inside park entrance when park is officially re-opened. Remove "park closed" signs.
- Un-pack offices and computers.
- Install shutters on all occupied buildings in Pine Island, Royal Palm, and LPK campground.
- Return all airboats, vehicles, boats and other equipment.
- Coordinate with FNPMA AT Royal Palm.
- CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.
- Advise Branch Director on status of all assigned tasks.

# Fire Division Hurricane Checklist

## General Hurricane Season

The following are to be completed before or shortly after June 1st each year:

- Review Hurricane plan with fire management staff. Division Supervisor conducts monthly meeting w/staff.
- Review personnel hurricane preparedness.

### Equipment

- Identify and mark all irreplaceable items in each office.
- Complete up-to-date property inventory of fire cache items.
- Clearly mark all accountable property with EVER FIRE.

### Buildings

- Remove all loose items from around fire cache and helibase buildings.

### General preparedness

- Division supervisors will participate with Branch Director and other supervisors in the PI Branch to review preparations, identify and rectify problems or needs, review staffing and provide input for monthly Command/General Staff meetings.
- Each leader needs to review action plans for their assignments and other fire management assignments.
- Division Supervisor to complete Unit Log 214 monthly, summarize meetings and submit to the Branch Director by the 9th of each month.

## Preliminary Hurricane Preparation 72-48 hours before Landfall

- Begin packing offices.
- Begin to shutter and secure buildings.(restrooms, Iori, flammable storage, Robertson building)
- Move all non-essential airboats, vehicles, and other equipment.

### Records and Offices

- Identify location of all irreplaceable item tags, ensure computers are backed-up; secure disks and tapes.
- Secure offices of any employees who will be absent for next 72 hrs. Begin securing fire records.

### Equipment

- Assign cache manager to maintain integrity of cache and emergency supplies. Items removed from the cache must be signed out with the cache manager.
- Fuel vehicles nightly. Store 10 gallons of diesel fuel and 15 gallons of unleaded fuel in flammable storage shed.
- Store all other F& AM vehicles in IORI Building and Helibase Hanger.
- Remove/secure all items around F&AM buildings.

## **Advanced Hurricane Preparation 48-24 hours before Landfall**

### **Records and Offices**

- Cover office equipment, computers, files, etc. Unplug all computers and power backups.
- Remove lower file drawers to higher locations. Remove all objects off the floor (within reason).
- Clean out refrigerators and unplug.

### **Equipment**

- Cache manager will check and sign out all items removed from the cache for the hurricane incident.
- Store 15 GAL of diesel fuel and 25 GAL of unleaded fuel.
- Complete vehicle shuttle.
- Secure Helibase support building, transport Helitack and rescue equipment to PI Supply when advised by Group Supervisor, (last tasks to be accomplished in the 48/24 hr operational period).

### **Buildings**

- Secure all shutters on all buildings at Fire Cache, Fuel Shed, IORI Building.
- Remove weather station and store.

## **Final Hurricane Prep 24-0 hrs BLF**

- Assigned cache manager will check/sign out all items (fire, emergency, etc.) removed from the cache for the hurricane incident.
- Cache is secured and final preparations are completed.
- Provide last minute assistance for other branches as directed by P.I. Director.
- Engine 607 positioned at Residence 120 with chainsaw kit.

## **Post Hurricane Recovery**

- Engine crews provide assistance with chainsaws as needed to clear roads and trails.
- Engine crews are available to work with Employee Assistance Branch to provide assistance to employee residences and community.

## **Hurricane Breakdown**

### **Records & Offices**

- Remove plastic from occupied offices. Get offices back to "working" condition.

### **Equipment**

- Remove vehicles from Iori as needed.
- Take complete inventory of cache supplies and equipment.

### **Buildings**

- Remove shutters from occupied offices. Shutters will remain on unoccupied offices.

## Fire Personnel

<b>NAME</b>	<b>EXT.</b>	<b>HOME</b>	<b>CELL</b>
Adams, Jennifer	7851	505-554-5486 ©	(305)338-6069
Anderson, Rick	7853	407-402-8564	305-546-9358
Barron, Mike - Pilot		954-385-5436	954-554-6705
Budzinski, Katie	305-251-7064		423-608-2519
Camblin, Clayton	7868		954-629-8771
Carnall, Gary	305-246-9112		305-242-1316
Collier, Jordan	7870		765-346-2993
del Valle, Henry	305-246-9114	305-596-5445	786-352-7170
Densel, Darrell	305-251-7064	305-247-1004	305-898-0532
DesLiu, Ryan	7042		916-606-3874
Edwards, Pat	7857		208-863-2831
Foist, Bonnie	7739	305-245-9665	305-498-4297
Genao, Orlando	305-251-7064		305-522-2532
Gill, Andrew	305-246-9111		435-668-2392
Gonzalez, Jeffrey	7054		305-219-3068
Graham, Bill	7041	786-601-9288	863-448-2063
Holland, Colleen	7029		786-999-5511
Holland, Tristan	7053		786-999-5516
Hoopes, Erika	305-251-7064		253-820-3325
Hunkler, Lucas	305-251-7064		786-972-9860
Land, Aerin	7052		859-338-0644
Lane, Tracie	7056	305-775-9942	305-546-9352
Lindquist, Chris	7854		305-781-8706
Mahy, Alex	7870		305-510-4543
Markson, Sam	7870		210-378-6848
Newland, Steve	305-246-9111	305-247-4356	305-282-2514
Ott, Matt	7850	305-242-2063	305-972-1683
Rodriguez, Kenny	305-246-9111		786-738-3510
Stebner, John	305-251-7064	954-436-6368	954-867-8042
Tupaj, Maya	7055	305-247-7712	480-518-2712
Voltz, Michael	7870		816-273-6901
Weer, Jack	7057	305-393-5360	305-484-8058
Woody, Tim	305-251-5740		305-972-4909

# Headquarters Division Hurricane Checklist

## General Hurricane Season

- Division & Group supervisors will participate with Branch Director and other supervisors in the branch to review preparations, identify and rectify problems or needs, review staffing and provide input for monthly Command/General Staff meetings.
- Work with Pine Island DMT to implement hurricane cleanup day
- Division Supervisor and Group leaders will meet monthly to review operations, safety concerns, available supplies, and provide staff availability updates.
- Plans are made to assure irreplaceable files, media, equipment and property are secure.
- The area around facilities are kept clear of debris and equipment.
- Resource needs will be sent to the Hurricane Team.

## Preliminary Hurricane Preparation 72-48 hours before Landfall

- HQ Division staff meetings - Crew checkin, assignments, task review, equipment inventory and safety briefing.
- Shutter team begins shuttering HQ & Coe VC - main entrances are left open and facilities are left operational.
- Vehicle crew begins transferring vehicles to PI and picks up water, gatoraid, and ice for HQ teams.
- Office teams prepare offices - protecting irreplaceable files, media and equipment, and prepares them for habitation. Action packers are retrieved from PI Maintenance yard as needed. Computers are left operational. Visitor Center is staffed and provides hurricane updates to visitors.
- Group leaders provide Division Supervisor with crew time reports and resource orders.
- Group leaders will attempt to mitigate hazards and see that all operations are accomplished safely.
- Crews will be released or reassigned when primary tasks are complete.
- Division staff will check-out with Division Supervisor prior to leaving park.
- Post crew time reports.

## Advanced Hurricane Preparation 48-24 hours before Landfall

- HQ Division staff meeting- Crew checkin, assignments, task review, equipment inventory and safety briefing.
- Shutter team completes shuttering Coe VC & VC is closed. VC team is reassigned or released.
- Main entrance to HQ is left open, lunch room is shuttered. Vehicle crew moves all remaining vehicles to Pine Island.
- Office teams complete protecting irreplaceable files, media and equipment. Computers are raised off floors and covered. Offices are left neat and organized for use as dorms for displaced park staff.
- Group leaders will confirm all tasks are complete and provide Division Supervisor with crew time reports and resource orders.
- Group leaders will attempt to mitigate hazards and see that all operations are accomplished safely.
- Crews will be released as soon as possible or reassigned when primary tasks are complete.
- Division staff will be given directions for contacting the park after the storm and check-out with the Division Supervisor prior to leaving park.
- Post crew time reports

## Final Hurricane Prep 24-0 hrs BLF

- HQ Division staff evacuate to their private residences.

- All HQ facilities are turned over to Logistics for use as shelter for employees who evacuate park housing.
- Facility Unit is responsible for shuttering the main entrance to HQ and lunch room doors
- The Coe Visitor Center should be fully shuttered and powered down. The visitor center can be used as a shelter as a last resort.
- Post crew time reports.

### **Post Hurricane Recovery**

- HQ Branch staff meeting- Crew check in, assignments, task review, equipment inventory and safety briefings.
- Shutter teams begin removing shutters from Coe Visitor Center and HQ. Shuttering tools are stored for future use.
- Trash receptacles are returned to public spaces around visitor facilities.
- Coe VC is staffed and open as soon as park opens to public.
- Vehicle crew retrieves vehicles from PI and provides water and gator aid for shutter crews.
- Action packer team retrieves action packers from PI Maintenance and distributes to offices
- Office teams remove plastic sheeting and assemble computers. Plastic is folded and stored in Action Packers for future use.
- All employees will report to Pine Island Chickee for assignment
- Division Supervisor will make personnel assessment and assignments to groups.
- Division Supervisor will send initial Crew Time Report to Plans Section at start of the Ops Period.
- Group leaders will submit resource requests through the Division Supervisor
- Group Supervisor will notify Division Supervisor as assignments are completed.
- Division Supervisor will reassign/release resources as necessary.
- Post crew time reports

### **Hurricane Breakdown**

- Remaining shutters will be removed from all structures.
- Action Packers will be retrieved from HQ offices and transported to the Pine Island maintenance for storage.
- Division Supervisor will make personnel assessments and assign to groups
- Division Supervisor will send initial Crew Time Report to Plans Section.
- Group Leaders will submit resource requests through the Branch Director.
- Group Supervisor will notify Division Supervisor as assignments are completed.
- Division Supervisor will reassign/release resources as necessary.

# Key Largo Division Hurricane Checklist

## General Hurricane Season

- Group supervisor will participate with Branch Director and other supervisors in the branch to review preparations, identify and rectify problems or needs, review staffing and provide input for monthly Command/General Staff meetings.
- Work with DMT's to implement Hurricane Cleanup day(s).
- Update roster of Key Largo team members and their contact information.
- Shutter any structure that gets shuttered during a storm event that is not currently being used.
- Inspect and flag boat tie-down eye-bolts in field.
- Determine which vessels will need a tie-down space.
- Reserve tie-down spaces for all authorized users' vessels.
- If any extra tie-down spaces remain, provide them to other users as needed.
- Notify any unauthorized users of tie-down spaces of the need for them to remove their boat(s).
- Remove or secure any debris on Key Largo Ranger Station property.
- Make sure all shutters and related equipment are ready for installation and use.

## Preliminary Hurricane Preparation 72-48 hours before Landfall

- Branch Director gets morning briefing from IMT and briefs Key Largo team. Remove final non-law enforcement vessels in water and secure them in tie-down spaces. Secure all vessels already parked in tie-down spaces.
- Conduct LE patrol of F1 Bay District with emphasis on informing anybody in anchorage areas that the park is closing due to a storm and that they need to leave.
- Shutter the Ranger Station, Interagency Science Center, and the two ranger residences.
- Verify Key Largo team members' latest emergency contact information and note their specific incident evacuation plan for post incident contact. Make sure they all know to call the Shenandoah National Park Incident Coordination center at 888-246-4335 to report their status following passage of a storm. Make sure they know to provide their name, park, current location, call back number and status (personal, family, residence) and any need for assistance.
- Branch Director provides crew times to IMT at beginning and end of operational period, plus provides list of accomplishments and/or what work remains to be done to the IMT at the end of the operational period.
- Due to the potentially problematic evacuation situation/nature of the Florida Keys, the Key Largo Branch Director's main goal is to close down the site ASAP before any storm's anticipated landfall so as to be able to release the Key Largo team members with at least 48 hours before any landfall- this is to provide adequate time for them to adequately and SAFELY prepare their personal property and themselves and their families for a SAFE evacuation.
- Before evacuating, the Branch Director will notify the IMT of the final pre-storm status of the site and all related personnel.

### **Advanced Hurricane Preparation ~~7248-4824~~ hours before Landfall**

- As stated above, the goal is to have the site closed down and all associated personnel released to deal with their personal matters/evacuation needs with 48 hours before any storm landfall.

### **Final Hurricane Prep 24-0 hrs BLF**

- Finalize any remaining items from above list.

### **Post Hurricane Recovery**

- Verify status of all Key Largo team members.
- Verify status of Key Largo Ranger Station site and homes of Key Largo team members in the area who have not been able to check their homes.
- If the site/area has not been wiped out, inform Key Largo team members of schedule for returning to normal operations and begin clean-up/opening of site efforts.
- Check Ft Bay for derelict vessels, debris/other hazards to navigation (including status of channels).
- If storm has displaced any personnel, provide whatever assistance possible to them. Coordinate recovery efforts, as warranted with IMT.

### **Hurricane Breakdown**

- Restock any needed supplies/equipment.
- Figure out “lessons learned” and try to provide for improvement for the next incident.

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# Maintenance Branch Checklist

## Pine Island Maintenance and Utilities Branch Hurricane Checklist

### General Hurricane Season

- Group supervisor will participate with Branch Director and other supervisors in the branch to review preparations, identify and rectify problems as needed, review staffing and provide input for monthly Command/General Staff meetings.
- Work with DMT's to implement Hurricane Cleanup day(s)
- Maintain adequate supply of chemicals, filters and other expendable supplies for the operation of water and wastewater treatment plants.

### Preliminary Hurricane Preparation 72-48 hours before Landfall

- Safety First and foremost, check everyone for PPE and all tools needed to perform tasks, schedule small breaks and check all employees working in the field.
- Top off chemical supply at plants, park wide. Move chemicals and all material located outdoors to a secure location.
- Establish a schedule for back up operators.
- Check all vehicles for PPE, (including rain gear) fuel, and material needed for shut down/recovery of systems.
- Shutter buildings and housing in Pine Island

### Advanced Hurricane Preparation 48-24 hours before Landfall

- Check on last minute problems with shutters and material issues.
- Complete shuttering of housing and buildings in Pine Island district.
- Complete preparation of water and wastewater plants for extended operation, parkwide.

### Final Hurricane Prep 24-0 hours before Landfall

- Check personnel for addresses and locations of where they are going to stay, verify emergency contact numbers.
- Release employees to complete personal preparations in advance of storm.

### Post Hurricane Recovery

- Check personnel and situations with each person. Schedule accordingly.
- Check water and wastewater Facilities Park wide.
- Sample if needed; get involved with post hurricane needs.

### Hurricane Breakdown

- Water plant operators will decide to sample or not on water systems Park wide. Water/wastewater systems will be brought up standards according to regulations.
- Shutter teams will un-shutter only those buildings and housing being used or will be used in the near future.
- Schedule licensed operators to check park's water/wastewater systems. Satisfy basic employee/public health and safety needs. Notify state/federal regulators on our situation, request/offer help if needed.

## **Pine Island Maintenance/ Utilities Group Hurricane Assignments 2010**

Pine Island district maintenance group is kept together with familiar maintenance leadership. It's fitted with the tools and equipment to do what is needed. One of its objectives is to provide support park-wide with special tools and equipment. This also includes the Utilities group.

### **Staffing:**

Maintenance Branch Director

Facilities Unit Leader

### **Task Force #1 - Utilities**

Responsible for the shut down/start-up of utilities park-wide. Assigned to keep utilities running to ensure public safety until time for shut down or start up.

- Task Force Leader
- Support staff

### **Task Force #2 – Support/Special Equipment**

This task force will be responsible for back up operation of all work forces park-wide. These trucks are fitted with special equipment and support items.

- Task Force Leader
- Support staff

### **Task Force #3 – Shutters/Custodial**

Assignments may involve securing Pine Island Buildings and housing, Pine Island Chickee, Recycle building, etc. Additional assignments may include driving/moving vehicles and equipment. This unit will need support from other divisions.

- Task Force Leader
- Heavy Equipment Operator
- Support staff

Admin Support/Time Keeper Leader

- Pine Island Admin support

## Research Branch

The Research Branch consists of the Dan Beard Center (DBC) and Krome Center Divisions.

### Dan Beard Center Division Hurricane Checklist

The Dan Beard Center is located 9 miles from Everglades National Park HQ facilities inside Everglades National Park.

#### General Hurricane Season

- Group supervisors will participate with Branch Director and other supervisors in the branch to review preparations, identify and rectify problems or needs, review staffing and provide input for Command/General Staff meetings.
- Work with DMT's to implement Hurricane Cleanup day(s).
- Division Chiefs need to schedule with maintenance and take non-essential equipment to the Missile Base. Also, coordinate that surveyed vessels are taken to Supply ASAP.
- Ensure that all RESEARCH vessels have working trailers (Division Chiefs need to assign this to appropriate staff). Trailers must be checked for adequate bearings, tires, tire pressure, lights, and chains with shackles.
- Review personal hurricane preparedness with staff.

#### Equipment

- Identify and mark all irreplaceable items in each office.
- Complete up-to-date property inventory of SFNRC items.
- Make sure hazardous materials are accounted for and stored properly.
- Clearly mark all accountable property with EVER SFNRC.

#### Preliminary Hurricane Preparation 72-48 hours before Landfall

- Group supervisors will participate with Branch Director and other supervisors in the Research Branch to review preparations, identify and rectify problems or needs, review staffing and provide input for the Resource Advisor to present at Command/General Staff meetings.
- Each group supervisor will review action plans for their assigned tasks and other resource management assignments.
- Begin moving RESEARCH boats/airboats and assist with transporting vehicles and vessels to the Missile Base and Pine Island. All non-essential airboats, vehicles, and other equipment must be moved, secured, and accounted for.
- **Submit a resource order for water and Gatorade. Advise personnel that they are responsible for providing their own supplies until, or if, the resource order is filled.**
- Secure all research equipment (place in sheds/DBC/Iori buildings). Prepare monitoring stations for oncoming storm.
- Remove all loose items from around SFNRC facilities and secure.
- Begin packing offices.
- Begin shuttering SFNRC buildings/facilities.

## **Offices/Equipment**

- Identify location of all irreplaceable item tags, ensure computers are backed-up; secure disks and tapes.
- Secure offices of any employees who will be absent for next 72 hrs. Begin securing SFNRC files and records.
- **FUEL VEHICLES NIGHTLY.**

## **Advanced Hurricane Preparation 48-24 hours before Landfall**

- Cover office equipment, computers, files, etc. Unplug all computers and power backups.
- Remove lower file drawers to higher locations. Remove all objects off the floor (within reason).
- Clean out refrigerators and unplug.
- Pick up SFNRC portable generators from Pine Island Maintenance and prepare for use after if needed (check oil, test, make sure enough fuel is available and store fuel in hazmat container outside DBC).

## **Buildings and Equipment**

- **COMPLETE VEHICLE SHUTTLE.**
- Secure all shutters on all SFNRC buildings/facilities.
- Remove all non-essential research equipment and materials and securely store.

## **Final Hurricane Prep 24-0 hrs before Landfall**

- Ensure that SFNRC staff and cooperators have completed essential tasks to protect park resources and assets. Provide assistance if needed.
- Allow SFNRC staff to secure personal dwellings in a timely and safe manner. Provide assistance if possible and as needed.

## **Post Hurricane Recovery**

**After the Incident Commander has determined the Park is SAFE for non-Incident Command Staff to return:**

- Check to make sure SFNRC and cooperator staff are safe and accounted for (Resource Advisor/Branch Director will work with Command Staff to secure this information).
- Check SFNRC buildings and facilities for damage, loss, and power.
- Set up generators (if needed). Ensure a Resource Order is placed to keep generators fueled and running (as needed).
- Ensure that SFNRC staff and cooperators can SAFELY begin infrastructure and natural resource damage assessments ASAP.
- Park Staff and Cooperators should carry ID badges and research permits (as applicable) at all times during the Incident.
- Ensure SFNRC Staff and cooperators file float plans and check in with Park Dispatch prior to entering the park (business as usual).
- In ADDITION if research staff and/or cooperators are going to be conducting field work while the Park is under Incident Command, they should contact the Resource Advisor/Branch Director personally, via cell phone, or email 24 hours prior to entering park. This will allow the Resource Advisor/Branch Director to notify Command and General Staff of Researcher locations, to include it on the Incident Action Plan (IAP) for the following day, and to announce it at Morning Briefing.
- SFNRC staff will provide a list of lost and/or damaged equipment ASAP to Group Supervisors who will process the Resource Order to the Branch Supervisor or Resource Advisor. (The request should include detailed information on what was damaged/destroyed, where/how it was damaged, what to purchase, and where to purchase the replacement item (exact specifications) and the COST of replacement.

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### **Hurricane Breakdown**

- Return vehicles to assigned locations
- Remove plastic from occupied offices. Get offices back to “working condition”.
- Remove shutters (as needed). Shutters will remain on unoccupied offices.

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## Krome Division Hurricane Checklist

The Krome Center is located in downtown Homestead, FL (just north of the intersection of 8<sup>th</sup> Street (Campbell Drive) and Krome Ave (177<sup>th</sup> Ave)).

### General Hurricane Season

- Update Hurricane Plan for Krome Center.
- Review the Krome Center hurricane plan with Krome management and staff.
- Identify and purchase hurricane preparation supplies.
- Update personal emergency contact information with staff.

### Equipment

- Identify and mark all irreplaceable items in each office.
- Complete up-to-date property inventory of SFNRC/Krome items.
- Clearly mark all accountable property.

### Preliminary Hurricane Preparation 72-48 hours before Landfall

- Notify members of the Krome Hurricane Response team to be prepared to assist with preparations within the Park.
- Deploy Krome Center response team if/when requested.
- Begin packing offices.
- Review personal hurricane preparedness with staff.

### Offices/Equipment

- Secure offices of any employees who will be absent for next 72 hrs.
- Label all computers, flat screen monitors, and critical electronic equipment with staff member name and office number to prepare for movement to server room.
- Begin securing SFNRC/Krome files and records.
- **FUEL VEHICLES NIGHTLY**

### Advanced Hurricane Preparation 48-24 hours before Landfall

- Deploy Krome Center response team if/when requested.
- Cover office equipment, non-movable computers, files, etc. with plastic.
- Unplug all computers and power backups.
- Upon orders from IT staff, move computers, flat screen monitors, etc., to server room on 3<sup>rd</sup> floor.
- For 1<sup>st</sup> floor offices, remove all objects off the floor (within reason).
- Clean out refrigerators on 1<sup>st</sup> and 3<sup>rd</sup> floors and unplug.

### Buildings and Equipment

- **MOVE GOV'T VEHICLES TO DESIGNATED AREA OUTSIDE KROME CENTER. MAKE SURE THAT FUEL TANKS ARE FULL.**

### **Final Hurricane Prep 24-0 hrs before Landfall**

- Ensure that SFNRC/Krome staff and cooperators have completed essential tasks to protect Krome Center resources and assets.
- Allow SFNRC/Krome staff to secure personal dwellings in a timely and safe manner. Provide assistance if possible and as needed.

### **Post Hurricane Recovery**

#### **After the Incident Commander has determined the Park SAFE for non-Incident Command Staff to return.**

- Check to make sure SFNRC and cooperator staff are safe and accounted for (Resource Advisor/Branch Director will work with Command Staff to secure this information).
- Check SFNRC/Krome Center buildings and facilities for damage, loss, and power.
- Park Staff and Cooperators should carry ID badges and research permits (as applicable) at all times during the Incident.
- Ensure SFNRC Krome Staff and cooperators file float plans and check in with Park Dispatch prior to entering the park (business as usual).
- In ADDITION if Krome research staff and/or cooperators are going to be conducting field work while the Park is under Incident Command, they should contact the Resource Advisor/Branch Director personally, via cell phone, or email 24 hours prior to entering park. This will allow the Resource Advisor/Branch Director to notify Command and General Staff of Researcher locations, to include it on the Incident Action Plan (IAP) for the following day, and to announce it at Morning Briefing.
- SFNRC Krome staff will provide a list of lost and/or damaged equipment ASAP to Group Supervisors who will process the Resource Order to the Branch Supervisor or Resource Advisor. (The request should include detailed information on what was damaged/destroyed, where/how it was damaged, what to purchase, and where to purchase the replacement item (exact specifications) and the COST of replacement.

### **Hurricane Breakdown**

- Return vehicles to assigned locations
- Remove plastic from occupied offices.
- Return all computer and electronic equipment to offices they were removed from.
- Get offices back to “working condition”.

# **South Florida Collections Management Center (SFCMC) Museum & Archives Team Hurricane Procedures**

**Revised 6/5/2012**

## **INTRODUCTION**

Work priorities for the museum & archives team are based on concentrating efforts first on the largest and most important collections (i.e. SFCMC spaces at the Beard Center and Robertson Building). After these areas have been prepared, the team works out from the SFCMC, as time permits and depending on the anticipated hurricane track. Priorities following the primary work at the SFCMC may vary depending upon the predicted path of the storm and will be adjusted by the museum curator as necessary to ensure preservation of the SFCMC collections at all locations. In addition, available staffing and/or multiple hurricanes in a given season may permit work at the SFCMC core to be completed early, allowing the team to focus additional resources on other areas, including BISC and BICY.

In general, the widening circles of preparation are as follows:

- Museum collection at the Beard Center and archives at the Robertson Building, and associated data (i.e. accession records and ICMS data).
- Museum objects on exhibit at BISC.
- Critical resource management records at BISC that require evacuation.
- Museum artwork at the EVER Headquarters.
- Museum objects on exhibit at Flamingo. Generally these will not be evacuated before a storm, given time constraints, the nature of the objects on exhibit, and the fact that they are located in a facility above expected storm surges.
- Museum archives and artwork at BICY. (Given the inland location of these collections, they are at less risk from storm surge than those at BISC, DESO, DRTO or EVER).

Due to the distances from the SFCMC, hurricane preparations at DRTO and DESO are conducted by on-site staff for all storms. This plan assumes that other staff at all the parks is taking appropriate actions (e.g. installing hurricane shutters) to protect the buildings themselves.

## **GENERAL PARK PROCEDURES**

### **BICY**

When SFCMC staff is duty-stationed at BICY, work at BICY will occur concurrently with that at the Beard Center and Robertson Building. During summer 2012, no one is expected to be stationed at BICY. BICY staff, therefore, will be responsible for securing museum collections in advance of an approaching storm.

### **Welcome Center**

Museum objects on exhibit at the Welcome Center in 2012 include a Seminole canoe (on loan), a rifle and other objects inside an exhibit case. Museum objects inside the exhibit case at the Welcome Center should remain inside the case and should not be removed without curatorial approval. The exhibit case provides additional protection in the event of a roof leak. As part of the closing procedures for the Welcome Center, BICY staff should cover the canoe with the white Tyvek cover provided by the SFCMC. Do not attempt to move the canoe without curatorial approval.

At various times throughout the year, they may be artwork on exhibit in the Welcome Center's theatre.

Ideally, these should be covered to protect the artwork in case of a roof leak. SFCMC staff will provide training to BICY staff regarding how to make covers.

### Swamp Buggy Exhibit

The swamp buggy on exhibit adjacent to the Welcome Center is part of the museum collection. It is exhibited in a separate building with hurricane impact glass windows. No additional preparedness is needed for this object.

### Oasis Visitor Center

Museum objects inside the exhibit cases at the Oasis Visitor Center should remain inside the cases and should not be removed without curatorial approval. The exhibit cases provide additional protection in the event of a roof leak.

At various times throughout the year, they may be artwork on exhibit in the visitor center exhibit area, theatre, and in the 2<sup>nd</sup> floor conference room. Ideally, these should be covered to protect the artwork in case of a roof leak. SFCMC staff will provide training to BICY staff regarding how to make covers.

The 2<sup>nd</sup> floor of Oasis includes an archives “processing room” which is used for both archives and artwork storage. Hurricane plastic was left in place over collections in this room at the end of FY2009 and is verified each year. The SFCMC museum staff will review the status of the hurricane plastic in the archives processing room in June 2012.

### Headquarters

At various times throughout the year, they may be artwork on exhibit in the visitor center exhibit area, theatre, and in the 2<sup>nd</sup> floor conference room. Ideally, these should be covered to protect the artwork in case of a roof leak. SFCMC staff will provide training to BICY staff regarding how to make covers.

Park staff should also prepare resource management records which are not yet part of the collection as they can also be at risk. Depending on the storm’s track and severity, it may be advisable to remove records deemed critical. Those decisions would need to be made on a case-by-case basis.

If a storm does impact these records, park staff should not throw out material. Instead, contact the SFCMC which will coordinate free-drying and preservation to ensure that resource management records are not lost.

### **BISC**

For storms approaching from the east, priority will be given to collections at Biscayne National Park, which is located at Biscayne Bay and therefore is subject to storm surge.

### Dante Fascell Visitor Center

As of June 2012, no museum objects are on exhibit at BISC as the Fowey cannon was removed to the SFCMC pending new exhibit space construction. Plans are moving forward, however, to install exhibits with archeological objects in the Fascell Visitor Center. These exhibits are scheduled for installation in August 2012 and therefore may be a resource which needs protecting during the 2012 hurricane season.

The exhibit cases will be located on the 2<sup>nd</sup> floor of the Fascell Visitor Center. Depending on the

approaching storm, objects may be left in their exhibit cases (with hurricane shutters on the building) or they may be removed by SFCMC staff, working in conjunction with the BISC cultural resource manager. Decisions will be made on a case-by-case basis, always erring on the conservative side.

### Headquarters

Due to its location on the bay, critical resource management records which are not yet part of the collection are also at risk. The SFCMC itself does not have the storage space to hold large volumes of records during a storm. However, depending on the storm's track and severity, it may be advisable to remove records deemed critical to the Beard Center in Everglades National Park, which has an automatic backup generator). These records would likely be temporarily housed in the training room at the Beard Center. BISC staff will work with the SFCMC to identify those records and transport them, as needed, away from the coast.

If a storm does impact these records, park staff should not throw out material. Instead, contact the SFCMC which will coordinate free-drying and preservation to ensure that resource management records are not lost.

### **DESO**

The distance between the SFCMC and DESO (c. 4.5 hours) limits the ability of the SFCMC to provide hands-on assistance preparing for a storm. Instead, emphasis has been placed on providing better protection in-house, both to preserve the collections and to limit the impact of hurricane preparations on the small number of staff at the park.

### Visitor Center

In 2010, the SFCMC curator worked with park staff to better protect the objects on exhibit, both on a daily basis and for hurricanes and other storms, given that the visitor center is located adjacent to a large body of water. The 16<sup>th</sup> century suit of armor and most of the other 16<sup>th</sup> century objects have been moved to exhibits inside the theatre. The armor is exhibited in its case on top of the stage. The other objects are exhibited in cases which hang on the walls or down from art rails. Some objects may be temporarily stored in cabinets or on shelves in a small closet in this room.

The theatre has no windows. The only entrance to the theatre is protected by a roll-down door.

- Objects on exhibit in the theatre should be left in their exhibit cases, which will provide some additional protection in the event of a roof leak.
- Objects on exhibit in the main entrance should be left in their exhibit cases, unless significant storm surge is expected. In that case, the exhibit cases should be removed into the theatre.
- Objects on open exhibit (wooden plaques and weaponry) should be moved into the theatre and secured.
- The roll-down door should be secured in place and sandbags used to further protect that area from storm surge or water intrusion.

### Headquarters

Due to the park's location on the water, critical resource management records which are not yet part of the collection are also at risk in both the visitor center and the headquarters building. Evacuating records to the SFCMC is not feasible given the distance. However, depending on the storm's track and severity, it may be advisable to remove records deemed critical to the park (particularly maintenance records and records from the superintendent's office). This would need to be determined on a case-by-case basis.

If a storm does impact these records, park staff should not throw out material. Instead, contact the SFCMC which will coordinate free-drying and preservation to ensure that resource management records are not lost.

## **DRTO**

The distance between the SFCMC and DRTO limits the ability of the SFCMC to provide hands-on assistance preparing for a storm. Instead, emphasis has been placed on providing better protection in-house, both to preserve the collections and to limit the impact of hurricane preparations on the small number of staff at the park.

### Visitor Center

New exhibits were installed in 2010. Objects on exhibit in the theatre should be left in their exhibit cases, which will provide some additional protection in the event of a roof leak. Objects on open exhibit (cannon balls) should be covered with plastic.

### Cannon

No hurricane preparedness is necessary for the cannon on the terreplein of the fort or inside the bastions.

### Administrative Areas

Due to the park's location on the water, critical resource management records which are not yet part of the collection are also at risk in both the headquarters and the "bat cave". The SFCMC has removed many of the permanent records for the park's archives. However, given that records continue to be created, staff should not assume that everything "important" has gone to the SFCMC.

Depending on the storm's track and severity, it may be advisable to move records deemed critical to the park to the engineer's officers quarters or other 2<sup>nd</sup> tier location. What needs to be moved and when needs to be determined on a case-by-case basis.

If a storm does impact these records, park staff should not throw out material. Instead, contact the SFCMC which will coordinate free-drying and preservation to ensure that resource management records are not lost.

## **EVER**

### Flamingo Museum

Museum objects on exhibit at Flamingo in 2012 include taxidermied animals, archeological artifacts, gun, wooden animal sculptures, and two framed pieces of art. The Flamingo Museum is directly on Florida Bay but on the second floor of the visitor center, which provides some protection from storm surge. Objects on exhibit at the Flamingo Museum should be left in their exhibit cases, which will provide some additional protection in the event of a roof leak.

### Coe Visitor Center

Currently there are no museum objects on exhibit at the Ernest F. Coe Visitor Center.

### Shark Valley Visitor Center

Currently there are no museum objects on exhibit at Shark Valley.

### Gulf Coast Visitor Center

Currently there are no museum objects on exhibit at the Gulf Coast Visitor Center.

### Headquarters

Artwork and framed photographs from the museum collection are exhibited in the superintendent's hallway at Headquarters. SFCMC staff will cover these objects with plastic hurricane covers.

In addition, the panther statue between the Coe Visitor Center and the Headquarters building is part of the museum collection. No preparations are done for the statue but its condition should be assessed after each storm.

### Administrative Areas

Critical resource management records which are not yet part of the collection are also at risk, including records at headquarters (e.g. records of the superintendent's office, maintenance records, planning & compliance files, and cultural resource management records, etc.), the Krome Centre, the Beard Center, the Robertson Building (fire and environmental education records), in as well as in the various districts of the park. The SFCMC has removed many of the permanent records for the park's archives. However, given that records continue to be created, staff should not assume that everything "important" has gone to the SFCMC.

Depending on the storm's track and severity, it may be advisable to move records deemed critical to the park to other locations within the park, such as the training room at the Beard Center. What needs to be moved and when needs to be determined on a case-by-case basis.

If a storm does impact these records, park staff should not throw out material. Instead, contact the SFCMC which will coordinate free-drying and preservation to ensure that resource management records are not lost.

## **SOUTH FLORIDA COLLECTIONS MANAGEMENT CENTER PROCEDURES**

### **General Hurricane Season**

- Group supervisor (museum curator) will participate with branch director and other supervisors in the branch to review preparations, identify and rectify problems or needs, review staffing and provide input for monthly command/general staff meetings.
- Museum staff will work with DMTs to implement hurricane cleanup day(s), as requested.
- Review contents of the 3 museum emergency supply caches, against the inventory, and purchase additional supplies as needed to ensure caches are complete and ready for use.
- Coordinate with Pine Island maintenance to ensure that the automatic generator for the Beard Center has a full propane tank and that the trailer mounted generator for the Robertson Building is serviced and available, with fuel.
- Review hurricane evacuation procedures and available supplies with DESO staff to ensure collections on exhibit at the visitor center are addressed appropriately.
- Review hurricane procedures and available supplies with BICY staff to ensure collections on exhibit and in the archives processing room are addressed appropriately.

### **Preliminary Hurricane Preparation 72-48 hours before Landfall**

**Safety Note:** the hurricane plastic sometimes has a coating that can be irritating to your eyes. Do not wipe your eyes with your fingers when doing hurricane preparations and wash your hands thoroughly with soap afterwards.

**Generators:** In FY2006, both the Beard Center and the Robertson Building had transfer switches installed. The switch at the Robertson Building works with a trailer-mounted generator to power the entire building (lights, HVAC, electrical outlets, etc.). The generator will need to be brought to the building and plugged in by qualified personnel after the event. This will ensure that the freezers of photographs are not without power for long but it is imperative that the generator use be implemented quickly. In FY2008, the Beard Center had an automatic generator installed to power the entire building. This system operates from a propane tank at the back of the Beard Center. It is tested weekly and should come on automatically in the event of a power loss.

### **General Equipment**

- Coordinate with PI Maintenance regarding trailer-mounted generator for Robertson Building.
- Charge the rechargeable batteries in the 3 cordless drills, walkie-talkies, and the digital cameras.

### Beard Center Museum Storage

- Complete a system backup of each ICMS directory (CR, NH and AR) for each park (BICY, BISC, DESO, DRTO and EVER). Burn data to a CD and put into the emergency evacuation file box in the curator's office.
- If time permits, FedEx a copy of the ICMS backup CD to the regional curator at the following address:

National Park Service  
100 Alabama Street SW  
1924 Building  
Atlanta, Georgia 30303

- Make paper copies of the accession book entries since the last hurricane preparation, for each park (BICY, BISC, DESO, DRTO, and EVER). An index card on the bulletin board in the curator's office lists the last accession copied. Add the copies to the appropriate park folder in the emergency evacuation file box in the curator's office. Update the index card to reflect that last number copied.
- Examine collection storage and work spaces and remove any collections from the fume hood, work spaces, carts, etc. to storage locations on shelves or inside cabinets, wherever possible.
- Begin covering all cabinets, compactor storage units, and other storage units with plastic. Plastic should be draped completely over cabinets, etc. whenever possible. Trim excess plastic from the bottom or fold under to avoid creating slipping hazards.
- All plastic covering is secured with duct tape. Beginning in FY2012 some plastic may be secured with zippers. If using tape, be sure to tape plastic to plastic (i.e. do not tape plastic to museum cabinets or shelving units).
- After the accession books have been copied, cover the accession files with plastic and tape.

### Beard Center Room C

- Determine if any archives from the archives processing room should be moved back into this room before covering this area with plastic.
- Cover all shelving units with plastic. Plastic should be draped completely over the front and backs of the shelves. Trim excess plastic from the bottom or fold under to avoid creating slipping hazards.
- All plastic covering is secured with duct tape. When covering cabinets, etc. tape plastic to plastic (i.e. do not tape plastic to shelving units). Beginning in FY2012 some plastic may be secured with zippers.

### Beard Center Archives Processing Room

- Examine collection storage and work spaces and remove any collections from work spaces, carts, etc. to storage locations on shelves, wherever possible. Materials can be moved to Room C as needed.
- Cover all shelves and other storage units housing archives with plastic. Plastic should be draped completely over shelves, etc. Trim excess plastic from the bottom or fold under to avoid creating slipping hazards.
- All plastic covering is secured with duct tape. When covering cabinets, etc. tape plastic to plastic (i.e. do not tape plastic to museum cabinets or shelving units). Beginning in FY2012 some plastic may be secured with zippers.

### Robertson Building Museum Archives

- Examine collection storage and work spaces and remove any collections from work spaces, carts, etc. to storage locations on the compactor storage units, whenever possible.
- Begin covering the compactor storage units, shelves, map cabinets, and other cabinets with plastic sheeting. When covering cabinets, etc. tape plastic to plastic (i.e. do not tape plastic to the compactor storage units). It is possible to tape the compactor storage plastic to the floor at intervals but due to the carpeting in other locations, it is not feasible to tape the plastic to the floor everywhere. Beginning in FY2012 some plastic may be secured with zippers.
- The Tyvek covers over the artwork are water resistant and do not need to be covered with plastic.

### BICY (if staffed)

**Note:** SFCMC staff at BICY needs to be integrated into the BICY IC but with the primary responsibility of first preparing the museum collections. Branch and/or team assignments must be verified on site through the Chief or Resource Management.

- Complete #9 backup of each ICMS BICY directories, if catalog records have been added or modified since the last hurricane. Burn data to a CD and evacuate it to BICY HQ (Give to Ron Clark or Bob DeGross).
- Remove the cataloged museum objects from the wall of the 2<sup>nd</sup> floor conference room at Oasis VC and store on shelving units in the archives processing room.
- Begin covering all shelving units in the archives processing room with plastic. Plastic should be draped completely over the shelves. Trim excess plastic from the bottom to avoid creating slipping hazards.
- All plastic covering on the shelving units is secured with duct tape. When covering shelves, tape plastic to plastic (i.e. do not tape plastic to the shelving units).

### **Advanced Hurricane Preparation 48-24 hours before Landfall**

#### Beard Center Museum Storage

- Complete covering all cabinets, shelves, and other storage units with plastic, if needed. Plastic should be draped completely over cabinets, etc. whenever possible. Trim excess plastic from the bottom or fold under to avoid creating slipping hazards.
- All plastic covering is secured with duct tape. When covering cabinets, etc. tape plastic to plastic (i.e. do not tape plastic to museum cabinets).
- If specimens are in the prep lab freezer, turn it to the **coldest** setting. Do not cover the freezer with plastic as this may create a fire hazard.
- Prepare the museum technicians' office and curator's office. Remove important files from bottom drawers of filing cabinets, bookshelves, etc. and place inside action packers.

- Remove computers to the IT vault in the GIS Room, if required. If computers are not going to the vault, disconnect them from their power source and ensure that they are sitting on the desk (not the floor).
- If necessary, the curator will shut down the ICMS server (in consultation with IT staff). Do not power down the server unless the IT staff determine this is necessary.
- Cover the technicians' and curator's desks, bookshelves, etc. with plastic.
- If time permits, cover the supplies in the supply closet with plastic. (Although they are not museum objects, they represent a significant financial investment and may be needed for post-hurricane salvage and recovery of the collection).

#### Beard Center Room C

- Complete covering all shelving units with plastic, if needed. Plastic should be draped completely over the front and back of the shelving units. Trim excess plastic from the bottom or fold under to avoid creating slipping hazards.
- All plastic covering is secured with duct tape. When covering cabinets, etc. tape plastic to plastic (i.e. do not tape plastic to museum cabinets). Beginning in FY2012 some plastic may be secured with zippers.

#### Beard Center Archives Processing Room

- Prepare the archivist's office and technician work spaces. Remove important files from bottom drawers of filing cabinets, bookshelves, etc. and place inside action packers.
- Remove computers to the IT vault in the GIS Room, if required. If computers are not going to the vault, disconnect them from their power source and ensure that they are sitting on the desk (not the floor).
- If time permits, cover the supplies with plastic. (Although they are not museum objects, they represent a significant financial investment and may be needed for post-hurricane salvage and recovery of the collection).

#### Beard Center Archival Supply Room

- If time permits, cover the supplies with plastic. (Although they are not museum objects, they represent a significant financial investment and may be needed for post-hurricane salvage and recovery of the collection).

#### Robertson Building Museum Archives

- Complete covering the compactor storage units, map cabinets, and other cabinets with plastic sheeting, if needed. When covering cabinets, etc. tape plastic to plastic (i.e. do not tape plastic to museum cabinets). It is possible to tape the compactor storage plastic to the floor at intervals but due to the carpeting in other locations, it is not feasible to tape the plastic to the floor everywhere. Beginning in FY2012 some plastic may be secured with zippers.
- Cover diazzo maps on the rolled map storage rack, using the cut lengths of plastic bagging (i.e. one bag per roll, as with other pre-bagged rolls).
- Prepare the archivist's office and technician's workspace. Remove important files from bottom drawers of filing cabinets, bookshelves, etc. and place inside action packers.
- Remove computers to the IT vault in the GIS Room at the Beard Center, if required. If computers are not going to the vault, disconnect them from their power source and ensure that they are sitting on the desk (not the floor).
- Cover the desks, bookshelves, etc. with plastic.

- If necessary, put spare archival supplies (e.g. boxes, paper, etc.) on top of the work tables and cover with plastic. (Note: if BISC wishes to send a small quantity of records to the SFCMC, these will be placed on the tables instead of the supplies).

#### Robertson Building Freezer Room

- Turn the freezers to the **coldest** setting. Ensure freezers remain locked. Do not cover the freezers with plastic as this may create a fire hazard.
- Remove any archives from the IPM freezer but keep them bagged. If there is a prolonged power outage, it is likely that water will pool in the base of the freezer and infiltrate the plastic bags. To prevent this, remove the boxes and store them in the freezer room.
- The chest freezer used for object storage has racks in place elevating the collection in case of power loss and should not be emptied.

#### BISC

- If time permits, coordinate with BISC to determine if they wish to evacuate critical active records to the SFCMC for temporary storage.

#### BICY (if staffed)

**Note:** SFCMC staff at BICY needs to be integrated into the BICY IC but with the primary responsibility of first preparing the museum collections. Branch and/or team assignments must be verified on site through the chief or resource management.

- Complete covering all shelving units in the archives processing room with plastic, if needed. Plastic should be draped completely over the front and back of the shelves. Trim excess plastic from the bottom to avoid creating slipping hazards.
- Remove any archives from the IPM freezer but keep them bagged. If there is a prolonged power outage, it is likely that water will pool in the base of the freezer and infiltrate the plastic bags. To prevent this, remove the boxes and store them on top of the freezer.
- Coordinate with BICY Interpretive staff to protect museum objects on exhibit at Oasis VC. All objects are in cases and do not need to be covered in plastic. Place plastic sleeves over artwork on exhibit in the VC.
- Place plastic sleeves over artwork in the superintendent's hallway at Headquarters.
- Disconnect archives computer from its power source and ensure that the CPU is sitting on the desk (not the floor).
- Cover the desks, bookshelves, etc. with plastic.

#### Headquarters

- Cover the museum artwork at Headquarters with custom made plastic sleeves. These sleeves are stored at the museum and need to be taken from the Beard Center to HQ.
- This work is most efficiently done at the end of a day, on the way out of the park. Each sleeve is labeled for its object (by description, not catalog number) and can easily be installed by one person in 10 minutes.

#### **Final Hurricane Prep 24-0 hrs BLF**

- All museum preparations should be completed within 24 hours before expected landfall.
- Prior to leaving the park, secure all museum spaces (including setting security alarms).
- Museum curator takes the emergency evacuation file box home when leaving the park.

## POST HURRICANE RECOVERY

### General

- Contact each SFCMC park (BICY, BISC, DESO, DRTO, and EVER) to determine if collections and/or critical non-museum records were damaged and to determine what additional resources are needed.
- Depending on the path of the storm, contact other institutions that house SFCMC collections on loan (e.g. Fairchild Tropical Botanic Gardens, Florida Museum of Natural History, etc.) to determine status of those institutions and NPS collections.

### Beard Center Museum Spaces

- Examine the facility from outside to be sure it is safe to enter.
- Assess the status of the museum facilities, including the main storage area, Room C, the archives processing space, archival storage area, and staff offices.
- In all areas, review functioning of HVAC systems, desiccant wheel, status of water infiltration (e.g. at the ceiling, around windows and doors, etc.), etc. Look for staining on the ceiling and water puddles on the floor to determine if water damage has occurred. Check the HVAC ductwork for condensation in the museum storage area as well.
- After the building is running on the generator, ensure that the HVAC, desiccant wheel and freezer are working properly. If problems exist, work through IC to resolve the issues. Use dehumidifiers and fans as needed to stabilize the museum environment.
- Assess the status of the collection. If the collection has been damaged from the storm, it may be necessary to request the assistance of the Museum Emergency Response Team (MERT) through the IC.
- Ensure that the building has electrical power. If main power to the building has been lost, ensure that the automatic backup generator is functioning.
- Ensure that the freezer in the lab has power to prevent loss of the unprepared specimens inside.
- When power permits, download the datalogger to determine the environmental impacts of the storm on the museum collection.
- Record event incident(s) in the Daily Environmental Log, as appropriate.

### Robertson Building Museum Archives

- Examine the facility from outside to be sure it is safe to enter.
- Assess the status of the archives facilities, including HVAC systems, desiccant wheel, water infiltration (e.g. at the ceiling, around windows and doors, etc.). Look for staining on ceiling tiles and carpets to determine if water damage has occurred.
- Assess the status of the collection. If the collection has been damaged from the storm, it may be necessary to request the assistance of the Museum Emergency Response Team (MERT) through the IC.
- If electrical power has been lost, coordinate with IC to have the portable trailer mounted generator brought to the Robertson Building to power the facility. Determine the timeframe for delivery of the trailer mounted generator. Stress the urgency to IC of getting that generator in place. If there will be a long delay, it will be necessary to use a portable generator from Pine Island maintenance to run dehumidifiers and fans.
- If power has been lost at the Robertson Building, do not open the freezers. Keeping the freezers closed will ensure the negatives stay cold longer until power is restored. In addition, the shelves have been set to ensure no boxes are resting directly on the base of the freezer so any water that might pool on the base as a result of the power loss will not get those collections wet.

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- After the building has been hooked up to the generator, ensure that the HVAC and freezers are working properly. If problems exist, work through IC to resolve the issues. Use dehumidifiers and fans as needed to stabilize the museum environment.
  - After the power has been restored and the freezers have been working for a while, clean any water out of the base of the freezers before it freezes.
  - When power permits, download the datalogger to determine the environmental impacts of the storm on the museum collection.
  - Record event incident(s) in the Daily Environmental Log, as appropriate.
  - Remove the plastic sheeting tubes from the rolled diazotypes. Do not remove them from the other types of rolled maps.

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### BICY

- Assess the status of the Welcome Center and Oasis VC facilities, including HVAC systems, water infiltration (e.g. at the ceiling, around windows and doors, etc.). Look for staining on ceiling tiles and carpets to determine if water damage has occurred.
- Assess the status of the collection.
- Report the status of the facilities and collections to the SFCMC curator.
- If the collection has been damaged from the storm, it may be necessary to request the assistance of the Museum Emergency Response Team (MERT) through the IC.
- Determine if resource management records are damaged and coordinate accordingly.

### BISC

- Assess the status of the Fascell Visitor Center, if objects are on exhibit.
- Report the status of the facilities and collections to the SFCMC curator.
- Determine if resource management records are damaged and coordinate accordingly.

### DESO

- Communicate with park staff to determine condition of the 16<sup>th</sup> century artifacts and artwork in the visitor center.
- Determine if resource management records are damaged and coordinate accordingly.

### DRTO

- Communicate with park staff to determine condition of objects on exhibit in the visitor center.
- Assess condition of the cannon on the terreplein to determine if repainting or other treatment is required.
- Determine if resource management records are damaged and coordinate accordingly.

### Flamingo Museum

- Ensure HVAC operation and/or utilize dehumidifiers to prevent mold growth (if electrical power is available).
- If collections are damaged or need to be evacuated after the storm, salvage priorities, in order, are as follows: metal objects (Guy Bradley plaque, Flobert rifle), wooden Segeren sculptures, taxidermy mounts, and archeology artifacts. These priorities are based on artifacts with primary associations with the site, historical significance, susceptibility to damage due to loss of environment, and the presence of T&E species. The archeological artifacts and taxidermy mounts do not have provenience information and have very limited scientific value. Therefore, they are the lowest priority for salvage from the objects on exhibit at the Flamingo Museum.

### **HURRICANE BREAKDOWN**

- Due to the intensive nature of hurricane preparations to ensure the preservation of the museum collection, most collections at the Beard Center and Robertson Building will remain under plastic throughout the hurricane season, after they have been prepared for the first approaching storm. To ensure safe access and handling of the museum collections, however, following return to normal duties, it may be necessary to remove plastic from selected areas depending on which staff is working on which projects and with which collections. Museum staff should only remove the plastic they need to until the official end of hurricane season. A museum staff work day will be scheduled in November of each year to remove all of the hurricane plastic at the end of hurricane season.

- The hurricane plastic at the BICY archives processing room will also remain on throughout the hurricane season and should only be removed to access collections as needed. The determination as to whether or not to remove this plastic in November will be made by the SFCMC museum curator, depending on anticipated staffing levels. If no staff will be working at the BICY archives processing room, the hurricane plastic will be left in place throughout the winter season, and to reduce hurricane preparations for the next hurricane season.

Other post-incident activities include:

- Remove plastic sheeting from desks and other work spaces. Leave plastic on bookshelves until the end of hurricane season.
- Remove plastic sleeves from rolled diazzo maps.
- Retrieve and/or set up computers.
- Remove the plastic sleeves from the museum artwork at EVER HQ, BICY Welcome Center, BICY HQ and BICY Oasis VC.
- Start new freezing cycles for any archives removed from the IPM freezer.
- If collections were evacuated from Flamingo post-incident, return them to exhibit when the facility and/or HVAC can sustain them.
- Return fans, dehumidifiers, extension cords, and other equipment used during the incident to their storage locations.
- Return any non-museum records evacuated from BISC.

## **SFCMC EMPLOYEES—SUMMER 2012**

Nancy Russell	museum curator
Bonnie Ciolino	archivist
Jennifer Stafford	registrar
Siobhan Millar	museum technician
Adel Pena	archives technician
Jenna Edwards	project archivist
Dianely Martin	archives technician
Amada Gonzales	archives technician
Lynn Moulton	archives technician
Meg Eastwood	archives intern
Jean Schardt	volunteer
Colleen Benoit	contract archives technician
Mike Folkerts	contract archives technician

Nancy Russell (museum curator; cell)	305-975-2656
Bonnie Ciolino (archivist; cell)	732-779-1150
Jennifer Stafford (registrar; cell)	402-212-7611
Jenna Edwards (project archivist; cell)	937-207-8607

## **IMPORTANT PHONE NUMBERS FOR MUSEUM OPERATIONS**

### BICY

Pedro Ramos (superintendent)	239-695-1102
JD Lee (deputy superintendent)	239-695-1103
Ron Clark (chief of resource mgmt.)	239-695-1106

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Bob DeGross (chief of interpretation) 239-695-1107  
Bob DeGross (cell) 239-695-3901  
Isobel Kalafarski (interpretive ranger) 239-695-1229  
Archives Processing Room 239-695-1219

BISC

Mark Lewis (superintendent) 786-335-3646  
Sula Jacobs (deputy super.) 786-335-3653  
Elsa Alvear (chief of resource mgmt.) 786-335-3623  
Charles Lawson (CR manager) 786-335-3676  
Main Number 305-230-1144

DESO

Scott Pardue (superintendent) 941-792-0458 x101  
Jorge Avecedo (lead ranger) 941-792-0458 x105  
Ben Sims (park ranger) 941-792-0458 x102  
Michelle Marc (AO) 941-792-0458 x103  
Chuck Oshaben (chief of maint.) 941-792-0458 x104

DRTO

Administration/General Inquiries 305-224-4277 or 305-293-0152  
Site Manager (vacant) 305-224-4255  
Tree Gottshall (maintenance super.) 305-224-4255

EVER

Dispatch 305-242-7740  
Dan Kimball (superintendent; cell) 305-322-6311  
Keith Whisenant (deputy super; cell) 305-342-7003  
Melissa Memory (chief of CR; cell) 435-260-8034

Southeast Region

Mary Troy, SER chief curator 404-507-5802  
Ryan Polk, SER staff curator 404-507-5786  
Aaron Richardson, archivist 404-507-5774  
SERO Museum Fax 404-562-3202

# Flamingo Branch Hurricane Checklist

## General Hurricane Season

- 1) Review the Hurricane Plan. In the Flamingo Branch V hurricane plan book there is information in the appendix section, such as an updated Flamingo assignment list, employee injury check list, misc. memos, Incident Command System (ICS) booklets, shelter checklist, hurricane tracking map, copies of bulletins to post, and information from past hurricanes. In the front of the folder there are blank general messages, unit logs, and crew time reports (CTR's).
- 2) Meet with the Maintenance and Visitor Protection Group Supervisors, as well as the designated concession representative on general hurricane prep. Review the concession's hurricane plan and know what their responsibilities are. Hold meetings with these individuals once a month during the hurricane season.
- 3) Picnic tables in the walk in sites, B-C loop, and T loop should be taken to the road edge and secured together by rope. The only picnic tables that remain in place are in A loop (the only open loop during the summer).
- 4) Ensure that maintenance takes non-essential equipment to the Missile Base. All interpretation program canoes should already be stored at the Missile Base for the summer season. Also, ensure that surveyed vessels are taken to Supply as soon as possible. Monthly meetings should address this.
- 5) Notify all researchers and cooperators they must move all their vessels not in summer use to the Missile Base prior to June 1.
- 6) Ensure that Rangers take lost and found items to supply as soon as possible.
- 7) Maintenance staff will shutter all non-occupied housing units.
- 8) Ensure that all Ranger vessels have working trailers. Trailers must be checked for adequate bearings, tires, tire pressure, lights, and chains with shackles. Monthly meetings should address this.
- 9) Ensure that the two vessels that will be left in Flamingo during a hurricane evacuation (18 Boston Whaler and 17 Alert), as well as the 16' Skiff, are in good working condition throughout the hurricane season.
- 10) Establish a hurricane cache of water, Gatorade, gloves, insect repellent, insecticide (repel wasps while moving shutters), sunscreen and plastic.
- 11) Advise Flamingo residents that they are responsible for securing any shutters, that are easily reached, prior to leaving for extended periods (vacation, Federal Law Enforcement Training Center, details) during the hurricane season. They are also responsible for securing any items inside their residences prior to leaving. Notify residents they risk loss or destruction of all items left on the first level of their housing unit due to wind and potential flooding of the housing area.
- 12) Ensure that Flamingo residents understand that, at the time of an evacuation, they are required to leave Flamingo and report to Pine Island. They are responsible for bringing with them supplies to last several days. Encourage that they bring with them items of a high monetary or personal value. In addition, they are responsible for evacuating their own vehicles and vessels.
- 13) Advise all staff that they are responsible for backing up all files under **"My Documents"** on their computers.

## Preliminary Hurricane Preparation 72-48 Hours Before Landfall

- 1) Flamingo Branch V Director attends the Incident Command briefing. After the briefing the branch director advises the Maintenance and Visitor Services Group Supervisors and the designated concession representative on operations for the 72 – 48 hour period.
- 2) Institute standing order for 3 people including one forklift operator to assist with shuttering. For shutter installation, standing order for personnel needs must include personnel that are able to: 1) lift 20 pounds, 2) come with no duty restrictions, 3) arrive with work gloves, 4) personnel must arrive with a power screw gun and two battery packs with wingnut driver for the gun to install shutters.

- 3) Institute standing order for water and Gatorade. Advise personnel that they are responsible for providing their own supplies until, or if, the resource order is filled.
- 4) Institute standing order for a helicopter to be used for backcountry patrol at the beginning of the next Operational Period. This patrol will include all backcountry areas in Flamingo, Key Largo, and Gulf Coast Districts. Call the Branch Directors in those Districts to coordinate this effort. Ensure that personnel who will be flying have successfully completed B-3 training, have adequate personal protective equipment and have adequate charts. The CTR must include a notation for hazardous duty for those personnel flying.
- 5) Ensure a backcountry patrol of the Flamingo District will be accomplished, at the beginning of the next Operational Period, via a District vessel as well.
- 6) Review all backcountry permits. All individuals on the backcountry permits must be accounted for.
- 7) Advise individuals in the Campground of the approaching hurricane and shutdown schedule for the park.
- 8) Have the campground supervisor remove any money from the campground safe.
- 9) The backcountry may be closed for day and overnight use, as directed by the IC. The backcountry is now closed including day and overnight use. Post bulletins, informing visitors of the approaching hurricane, at both ramps, fish cleaning station, campground kiosk, campground bulletin board, visitor center, Coot Bay, West Lake, and Hell's Bay. Call the Entrance Station and ensure the staff is aware of the closure.
- 10) Flamingo residents in buildings 440, 441 and 416 are responsible for securing their own, easily reached, shutters.
- 11) Shutter crew will shutter the Ranger Station/Visitor Center and any necessary housing units during this Operational Period.
- 12) Office computers are backed-up at the beginning of this operational period by the individual rangers. Ranger Station and Visitor Center staff will start covering items during this operational period. Items in the Ranger Station are covered with plastic or placed inside the action packers placed in each room. Every room has an instruction sheet posted inside that indicates what items need to go in the action packer. Computers/Battery backups are moved off the floor and covered with plastic. Workout room equipment is unplugged and covered with plastic. Move golf carts inside the VC lobby or transport them to Pine Island.
- 13) Institute standing order for staff of 12 people with 6 vehicles capable of towing boats to begin removing non-essential equipment, vehicles and vessels to the Missile Base and Pine Island. For transporting vehicles and vessels, standing order for personnel needs must include personnel that: 1) Have knowledge of how to trailer a vehicle, and 2) Bring rope or straps for emergencies. Tow vehicles should be equipped with both 2' inch ball and (Pintle) military hitch system for "tow ring" style trailers.
- 14) Institute standing order for "Low boy" trailer to haul mowers and mobile equipment to missile base.
- 15) Maintenance staff will secure all loose items (wood, PVC, Special Projects items) during this Operational Period.
- 16) Maintenance staff will begin preparations for sewage and water shutdown during this Operational Period.
- 17) Drive around the District; report any problems to the Maintenance and Visitor Protection Group Supervisors. Ensure any problems are taken care of immediately.
- 18) Both the Liaison Officer and the Flamingo Branch Director will be in contact with concession location management regarding shutdown procedures.
- 19) CTR's are faxed to Operations at the beginning of each operational period. CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.

### **Advanced Hurricane Preparation 48-24 Hours Before Landfall**

- 1) The helicopter and vessel patrols of the backcountry have been accomplished with all parties accounted for.
- 2) The evacuation of non-essential vehicles and vessels, including VIP and park resident boats and trailers (see below) is completed during this Operational Period.

- 3) Turnout gear is placed in “red bags” and secured in the fire engine and patrol SUV. Medical Unit gear is loaded in the ambulance along with the Hazmat suits.
- 4) Any extra chain saws/pole saws should be placed in on the second floor of the warehouse or other second floor storage location accessible to the ranger staff.
- 5) The fire engine, ambulance, one patrol car, and one vehicle (see #4) are left in the District during this Operational Period. Under no circumstance should these vehicles leave the District for storage at Pine Island during this Operational Period. The safety of concession and Park Service personnel remaining in the District is the first consideration.
- 6) Load a chain saw with fuel tank (with pre-mixed fuel), supply kit, loppers, and Personal Protective Equipment into two vehicles.
- 7) The two vessels that were left in Flamingo (17 Alert /Old 18 Boston Whaler) are raised on the hoists in the boat shop with their trailers directly underneath them.
- 8) The 16’ Carolina skiff is moved to HQ, Pine Island Ranger Station, or missile base.
- 9) Any remaining canoes, Jon Boats, etc., are filled partially with water to prevent them blowing away.
- 10) The flag in front of the Visitor Center is lowered, folded and stored in the Interpretation office.
- 11) The shuttering project is completed. Residents are again advised they are responsible for securing front and rear porch shutters (those easily reached) and those shutters that are controlled from inside. **Any problems have to be dealt with now.**
- 12) The items in the Maintenance office and Ranger Station are packed and secured. Backups have been completed on all District computer operating systems. Backups, external drives and the server backup tape are all placed in the action packer that will be taken to headquarters with the strike team.
- 13) Ensure the mosquito sprayer is serviced, secured, and ready to be used after the storm.
- 14) The park will close during this Operational Period. Visitors are asked to leave the Park.
- 15) Ensure the trash cans at West Lake are secured inside the bathrooms. Throughout the District, secure all lids on dumpsters to prevent trash from being blown around.
- 16) The sewage and water shutdown process is ongoing during this Operational Period.
- 17) Contact the concession designated representative about concession personnel evacuation.
- 18) Drive around the District; report any problems to the Maintenance and Visitor Protection Group Supervisors. Ensure any problems are taken care of immediately.
- 19) National Park Service employees living at Flamingo will be notified when they are to report to their assigned hurricane housing unit at headquarters or Pine Island.
- 20) CTR’s are faxed to Operations at the beginning of each operational period. CTR’s are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.

### **Final Hurricane Prep 24-0 Hours Before Landfall**

- 1) All personnel are evacuated except for the Strike Team. **No exceptions.**
- 2) The Branch Director receives a final report of the status of Flamingo. Any tasks not accomplished prior to the 24 hour mark are explained by the Group Supervisors and noted on the Unit Log.
- 3) The wind sock at the helispot is dropped to the ground and secured.
- 4) The fire engine, ambulance, and personal vehicles belonging to the Strike Team (Branch Director, Utility System Operator, and Visitor Protection Group Supervisor) are taken to Pine Island. The only vehicles remaining in Flamingo are the patrol SUV/pickup (chain saw equipped), patrol car, and utility truck. **No exceptions.**

- 5) The utility system is shut down.
- 6) The Strike Team departs Flamingo together. The District roads are patrolled on the way to Pine Island, checking every turnoff.
- 7) CTR's are faxed to Operations at the beginning of each operational period. CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.

### **Post Hurricane Recovery**

- 1) The Strike Team will drive to Flamingo together. The Strike Team is equipped with the SUV/pick up (chain saw equipped), patrol car, and utility truck.
- 2) The Strike Team will identify any immediate life and safety hazards in the occupied areas of the District.
- 3) The Strike Team will provide initial assessments of any damage in the District.
- 4) Resource orders are submitted for work crews as problems are encountered. Work crews are instructed to be self-sufficient during this Operational Period.
- 5) Concession management is notified when it is safe for concession personnel to have access to the area for facility assessments.
- 6) Standing orders are initiated for two 240 – 3 phase generators and six or eight residential generators as needed.
- 7) CTR's are faxed to Operations at the beginning of each operational period. CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.
- 8) Rangers complete a thorough boat patrol of District and check all chickees, Aids to Navigation, campsites, and facilities. All damage to Aids to Navigation is reported to U.S. Coast Guard, either Station Marathon or ATON section Miami. Damage to park facilities is reported to Maintenance and Operations section. Rangers can employ the two boats that were kept in the boat shop for the initial patrol. Rangers should take a digital camera to assist with facilities assessment. A complete assessment of District facilities will require several operations periods at least.
- 9) Standing order personnel will drive vehicles back to Flamingo. Ranger staff ensures the first priority is the fire truck, ambulance, patrol vehicles and bug sprayer. Patrol boats will be brought back to Flamingo and put back in water as needed. As time permits, maintenance vehicles and mobile equipment will be brought back.

### **Hurricane Breakdown**

The final Operational Period is the hurricane breakdown. The following tasks must be accomplished in this time period.

- 1) Institute standing order for water, and Gatorade. Advise personnel that they are responsible for providing their own supplies until, or if, the resource order is filled
- 2) Institute standing order for personnel to drive Flamingo vehicles and vessels back to Flamingo. For transporting vehicles and vessels, standing order for personnel needs must include personnel that: 1) have knowledge about how to trailer a vehicle, and 2) bring at least 30' of rope for emergencies. Vehicle priorities are the fire engine, ambulance, and patrol cars. Staff should drive enough commuter vans to ensure that they can return at the end of the work day.
- 3) Institute standing order for personnel to take shutters down. For shutter removal, standing order for personnel needs must include personnel that are able to: 1) lift 20 pounds, 2) come with no duty restrictions, 3) arrive with work gloves, 4) personnel must arrive with a power screw gun and two battery packs with wingnut driver for the gun to install shutters.
- 4) The Visitor Center and Ranger Station shutters have first priority. Occupied housing shutters are the next priority. Unoccupied housing shutters should remain closed throughout the hurricane season.
- 5) The Visitor Center, Ranger Station and Maintenance Office will have items uncovered and computers brought back online.
- 6) The campground is made ready for the public. Only picnic tables in open loops are returned to the sites.
- 7) All bulletins posted during the evacuation are removed.

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- 8) Work crews that have completed their tasks are reassigned or released by the Branch Director with advisement from the Group Supervisors.
  - 9) Any items secured in elevated storage locations are returned to their regular storage area..
  - 10) The “red bags” stored in the fire engine are removed and the items replaced in the fire lockers.
  - 11) Ensuring the District is ready for the visiting public is a priority but safety is the highest priority. Advise the Group Supervisors to instruct their work crews of this goal.
  - 12) Determine the level of guest services the concession can provide prior to reopening to the public.
  - 13) CTR’s are faxed to Operations at the beginning of each operational period. CTR’s are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.

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## **Dry Tortugas Operations Section Hurricane Checklist**

Dry Tortugas National Park functions as an Operations Section under the EVER/DRTO Hurricane Incident Management Team. As with all sections of the hurricane plan, these checklists were developed with input from park staff and acknowledge the issues of geography, isolation and limited manpower at DRTO. As this is part of the overall EVER/DRTO Hurricane Plan, employees should also refer to the introduction, appendices, and other relevant sections.

To prevent property loss and damage to DRTO resources, early season preparation is essential to minimize the work needed to be accomplished as the storm approaches. Tasks to be completed are prioritized and identified in the following checklists by operational period.

### **DRTO Operations Section General Season Preparations**

- DRTO Operations Section Chief reviews hurricane plan and checks branch assignments with all staff and contractors.
- Review hurricane and evacuation plan with staff.
- DRTO Operations Section Chief reviews hurricane plan with concession ferry and seaplane company.
- DRTO staff review the hurricane plan including the introduction, the DRTO Operations Section, Employee Responsibilities, Hurricane Shelter and Info Checklist, and Appendix A Personnel Policy and Information.
- Complete and update all employee emergency contact information sheets for all personnel working in the park (NPS, VIPs, SCAs, etc.) throughout hurricane season. Submit sheets to designee on incident team and retain a copy at DRTO.
- Employees should locate hurricane shutters for their own housing units and ensure that they still fit and are serviceable. Notify maintenance staff of problems so that immediate action may be taken.
- When departing housing for extended periods, ensure that quarters and patio areas are storm ready. Secure all outdoor items, such as patio furniture, and close shutters before departure.
- Employees who are away for training or leave during a storm should check in with their supervisor.
- Notify supervisor and onsite EMTs of any special medical conditions or needs.
- Employees are advised to keep personal vehicle tanks topped off with fuel during the season.
- All staff members prepare personal hurricane kit supplies for evacuation. See appendix.
- Obtain Monroe County Hurricane Re-entry stickers for personal vehicles (available at Courthouse or DMV office by airport).
- All non-DRTO employees staying overnight must check in at the DRTO Admin office during hurricane season. Employees sponsoring visiting parties should ensure that they check in.
- Although every attempt will be made to evacuate non-residents, contractors, researchers, and other personnel who will be staying in the park during hurricane season will be advised to bring additional supplies and make personal preparations in the event that they are unable to evacuate before a storm.

## **Dry Tortugas Group**

### **General Season Preparations**

#### **Garden Key**

- Begin filling sandbags and staging on pallets. Purchase additional bags, if needed.

- Check park hurricane cache supplies (plastic wrap, action packers, radio batteries, duct tape, first aid supplies) and make necessary purchases. Shutters to all buildings on Garden Key will be distributed and stored at each building, ready for installation.
- Check boat tie down straps, ratchets, and D-rings and purchase new equipment if necessary.
- Ensure that all boat trailers are marked clearly with the name of the corresponding vessel. This will help ensure that each vessel is put on the proper trailer.
- Vessels will be stored and secured on trailers if not needed for immediate use.
- Keep inventories of fuel topped off throughout the hurricane season. Clean and stock hurricane shelters.
- Check fire extinguishers in shelters.
- Remove excess/surveyed equipment from coal docks/casemates and send away on M/V Fort Jefferson for disposal.
- Empty shed on north coaling dock and shutter door.
- Ensure that contractor equipment and supplies are properly secured.
- Ensure that each housing unit has a spare set of keys in the headquarters office key box.
- Ensure that additional keys are made, if needed.
- Compile a set of Incident Command System forms in hard copy.
- Collect and store copies of all critical paperwork such as maintenance manuals, timesheets, leave forms, 343's, EMS forms, charts, etc. in the Bat Cave.
- Ensure that helipad is properly painted; repaint if necessary.
- Secure "display chug" at interpretive casemate.
- Ensure that gear belonging to other agencies/groups is removed from the park as much as possible. All gear left behind must be consolidated and secured.
- Remove all empty propane cylinders and replace with new when possible. Secure.
- Ensure iridium satellite telephones are in good working order and subscriptions are current.
- Prepare whip antennae or alternative radio base station setup against the event of tower loss.
- Relocate excess radio equipment from Bastion 1 hurricane shelter.
- Inform staff of evacuation timeline and identify DRTO hurricane shelter assignments.
- Walk entirety of Fort Jefferson and Garden Key and identify loose items to be relocated or secured.
- Chief Ranger contacts other agencies concerning possible support for Cuban migrant landings during post-storm recovery period.

### **Loggerhead Key Preparations**

- Distribute and store shutters to all buildings on Loggerhead Key, ready for installation.
- Shutter unused buildings.
- NPS gator must be stored inside Generator Room overnight for duration of hurricane season.
- Propane tanks and all other equipment must be secured.
- All patio furniture or other outdoor equipment should be stored inside the boat house when not in use.

### **Preliminary & Advanced Hurricane Preparations (100-24 hours before landfall)**

- At 100 hours or less, Staff will meet every day to be briefed and discuss the plan. DRTO Operations Section Chief (OSC) will review times to meet, weather updates, prioritization of tasks, and assignments of work groups.

- In consultation with the IC, the DRT0 OSC will determine the closure of the park. This usually coincides with the evacuation phase of the transient population of Key West. Notify EVER Superintendent's office.
- Coordinate with IC and Logistics to formulate evacuation plans.
- All non-essential staff will be given the option to take leave and evacuate the area.
- Two protection and two maintenance employees will be designated to finish securing the fort. The site manager may also remain behind.
- Park maintenance staff will ensure remaining hurricane shutters are ready for installation.
- Contact IT to backup data to the server before shutting down computers.
- Visitors, including campers, will leave in time to participate in the Key West evacuation plan. The Dock will be closed to public use. Vessels will be encouraged to leave and seek safe harbor.
- Information will be posted on dock stating that the park is closed and that all boaters are advised to return to the mainland or seek safe harbor elsewhere.
- Boaters will be advised that park resources, including boats, are unavailable for rescue.
- A decision will be made regarding evacuation of personnel from the park (contractors, VIP's, NPS staff, etc.) based on the specific information related to the storm.
- Non-essential staff are encouraged to evacuate with their park radios. While Dispatch cannot be reached from KW, communication between staff on KW is possible using Channel 4 (DRT0 NP Simplex).
- Maintain phone/radio contact with Dispatch as directed by the Incident Commander.

#### Loggerhead

- Prior to the final securing and evacuation of Loggerhead, hurricane shutters on second floor of little house should be put in place.
- Place hurricane shutters on big house.
- Loggerhead resident(s) will bring the park radio when evacuating to Ponciana.

#### Garden Key

##### **Priority 1 Actions:** (100-72 hours)

- Fuel patrol vessels.
- Inform boaters in person/radio. Advise to return to mainland if time allows. Post info on dock board. Raise hurricane flags.
- Maintain radio contact with EVER and Loggerhead.
- Transport personnel to Garden Key for evacuation to Key West. Volunteers will be terminated so they can evacuate the storm area.
- Fuel tractor, Bobcat, forklift, portable generators, tools.
- Transfer as much fuel as possible to equipment and holding tanks. Move portable fuel storage totes into designated fort casemates.
- Shut off dock fresh water supply valve to campground restrooms. (under dock)
- Secure embrasure windows in maintenance area.
- Fill and assemble additional sandbags and place on pallets. Stage sandbags in areas where they will be needed (doors, windows, cistern covers, etc.) Install shutters on inner fort windows (office, crew's, residences.)
- Shutter and sandbag fan to RO plant.
- Transfer EMS kits and park cameras to shelters.
- Stock hurricane caches with water.

### **Priority 2 actions: 72-48 hours**

- Move and secure boats as previously determined. Leave one vessel for response to be pulled during the 48-24 hour period. Maintain and prepare launch ramp to secure vessels. Remove loose equipment (PFDs, flares, etc.) from boats and store New place needed. Secure electronics and wiring compartments with plastic wrap and tape.
- Complete shuttering.
- Collect all monies from iron rangers and place in safe.
- Fill 5 five gallon tanks with gasoline and diesel and store in flammable lockers.
- Secure dock benches, fire extinguishers (helicopter pad too) inside dock house.
- Install shutters on dock house doors and windows.
- Turn campground picnic tables upside down. Any tables without chain anchors should be secured.
- Broadcast weather reports to boaters. Contact any remaining boaters. Broadcast on Channel 68 as well as 16 and in Spanish to alert fishermen in the area.
- Secure lighthouse doors.
- Secure LP gas cylinders in storage bastion 4.
- Secure compost toilets.
- Secure any loose items inside fort. Turn picnic tables upside down and secure.
- Transfer portable generator, fuel and oil to radio room, Bastion #1.
- Fully charge all spare radios, batteries and flashlights. This includes camera and video equipment.
- Remove signs from uninhabited keys and store in sign cache.

### **Priority 3 actions: 48-24 hours**

- Remove last patrol boat.
- Shut off diesel supply to dock.
- Staff leaving the island, disconnect all radio, TV and video equipment to prevent gear being damaged by lightning strikes.
- Secure satellite dish by dropping to a horizontal position. Plan on losing gear still wired in storm.
- Take down all signs (VC, office, etc.) and store by bastion 3.
- Sandbag the pump station, cistern covers, generator room windows.
- Cover office, bookstore and VC equipment with plastic and tape.
- Pack small office equipment and files (office, archival, interpretive) in action packers and drums.
- Collect all unused fee envelopes (dock and campground) and place in office.
- Fill available containers with water.
- Cover valuable personal items with plastic and tape.
- Transport food/personal items to shelters
- Stage plastic pails and coolers in quarters units to collect water from leaking casemates.
- Turn all replica Totten shutters to the closed position. (Face 5)

### **Final Hurricane Preparation: Condition 1 (24-0 hours before landfall)**

#### Garden Key

- Lower hurricane flags to prevent breakage of flag pole.
- Essential employees carry computer server with them to hurricane shelter or off-island.
- Notify EVER dispatcher when preparations are complete. Maintain contact every two hours or as agreed upon. If regular communications are not feasible, discuss alternate plans (with Coast Guard, etc.) in advance with the incident team.

- In the event that staff members use the hurricane shelters, staff with EMS training should be split evenly between the two shelters.
- Relocate to storm shelters based on the evacuation plan. 2-4 essential personnel should be prepared to report to storm shelter in Bastion 1 or 3. This should include food, water, foul weather gear, communications equipment, lighting, sleeping gear, medicine/first aid supplies, radio batteries, and Iridium portable telephone. See Evacuation Plan for personal items checklist.

### **Storm Duration**

- Essential personnel designated to remain on Garden Key should relocate to storm shelters before conditions deteriorate. Exercise caution and use personal protective equipment.
- Maintain radio contact with EVER dispatch every two hours or as agreed.
- If staff is housed in both shelters, conduct hourly checks by radio or as agreed.
- All personnel should remain safely indoors for the duration of the storm or until released.

### **Post Hurricane Recovery**

- All personnel should remain safely indoors until given clearance to exit by DRTO Ops Chief.
- Conduct headcount/roll calls of staff at DRTO and notify Dispatch. Evacuated employees will contact use Hurricane Hotline to check in.
- Address any injuries or medical issues.
- Contact Dispatch and advise IMT of status.
- Submit an initial resource order if necessary for food, water, personnel, equipment, and or tools through IMT.
- Photograph and catalog damages and report to IMT as soon as possible. Priority placed on utility/communications systems and housing units needed to safely support personnel.
- Clear helipad of debris to provide for evacuation of any parties injured during storm or recovery.
- If weather and conditions permit, begin initial assessment of Garden Key.
- If weather and conditions permit, launch vessel and assess Loggerhead, Bush, Long, Hospital, Middle, and East Keys and navigational aids.
- Clear any fallen trees or branches. Conduct secondary assessment of generators and vessels for electrical problems.
- Contractors will be responsible for providing assessment and any necessary removal/replacement of damaged contractor equipment.
- Provide estimate to IC of when Park would be able to re-open.

### **Hurricane Breakdown (after cleanup or if storm does not impact)**

- Begin uncovering computers and electrical equipment.
- Prepare public areas for opening such as dock, Fort, VC, swim beach, and campground.
- Replace signs and swim buoys.
- Place government vehicles back in parking spaces at Poinciana.
- Remove shutters of occupied housing.
- Maintain crew time records.
- Advise Staff that though opening Park is a priority, safety is priority ONE!

### **Key West Group**

Key West General Preparations – see Dry Tortugas Operation Section

#### Poinciana General Preparations

- Close all shutters on vacant apartments at Poinciana housing units.
- Dry lube shutters.
- Ensure that all second floor shutters are closed and locked whenever vacating Poinciana units overnight.
- Secure all loose outdoor items, such as patio furniture, whenever vacating Poinciana units.
- Place a spare set of labeled personal vehicle keys in unit 1644 C key box so that vehicles may be moved from the parking lot or USCG base.
- Motorcycles and scooters may be stored inside individual units but must be drained of fuel. Cardboard must be placed beneath the vehicle to prevent damage to the floor.
- Fuel including propane tanks may not be stored in Poinciana units. Fuel should be stored in the locked storage shed adjacent to the structures or in the outside fenced structures.

#### Preliminary & Advanced Hurricane Preparations

- Conduct necessary hurricane preparations to NPS offices/areas at Eco Discovery Center and NOAA Office. Adhere to standards set by agencies in charge of those facilities. Secure NPS documents, equipment, and materials.
- Once NPS preparations are completed, available staff may provide assistance to Eco-Discovery Center, Eastern National Museum Store, and NOAA office as appropriate.

#### Final Hurricane Preparations

- All non-essential personnel should be released from the incident to complete their personal preparations.

#### Storm Duration

- Follow evacuation plan.

#### Post Hurricane Recovery

- Employees call-in to Hurricane Hotline to notify incident team of status.
- Assess Poinciana and government vehicles.
- Assess office buildings and equipment.

#### Hurricane Breakdown

- Remove hurricane shutters from occupied Poinciana Housing.
- Return equipment, documents, and materials to offices.
- Prepare offices for normal operation.

### **DRTO & Poinciana Housing Evacuation Plan**

The safety of personnel is the number one priority of this evacuation plan. The plan is predicated on the knowledge that Fort Jefferson is probably the safest hurricane shelter in the Florida Keys and is expected to be able to endure a Category 4 hurricane without structural calamity. Beyond a Category 4 the outcome is uncertain and the National Weather Service and the 2008 structural evaluation report have advised against planning to shelter in place during a Category 5 hurricane. To date DRTO staff has safely ridden out several hurricanes, including Category 3 storms, at the fort. Beyond the structural capabilities of the fort, the plan recognizes that all storms and particularly those beyond a Category 4 have a multitude of inherent dangers that would be beyond the capabilities of the staff to mitigate. To mitigate employee risk,

the plan is based on an overall strategy to minimize personnel exposure to the storm. This will include early evacuation in the event that DRTO is in the predicted cone of a severe hurricane.

Based on the recommendations of the 2008 structural evaluation report and the National Weather Service, combined with the lower reliability of intensity forecasts, this plan calls for all employees to evacuate for a Category 3 or higher. However, due to the remote location, the circumstances of an individual storm may require employees to shelter at the Fort instead of evacuating. Since every storm and the circumstances surrounding it are unique, the incident team in consultation with the DRTO Operations Section Chief and Site Manager will determine the best plan of action to most closely adhere to the following evacuation plan.

In order to properly protect park resources, essential staff will remain to complete storm preparations at Garden Key and Poinciana, yet still permitting a timely evacuation plan for these employees. Designated staff should include 1-2 Maintenance, 1-2 Protection Division employees, and/or the Site Supervisor. This may be modified based on evacuation constraints.

For purposes of this Evacuation Plan, employees include: permanent and temporary employees, SCA's, interns, volunteers, their spouses and any dependent family members.

#### **Timeframe**

The plan calls for preparations to begin at 100 hours before landfall; however, often storms arise with fewer hours of notice. Since every storm track and development is different, the incident team will evaluate timeframes, storm track, and other situational information to establish a conservative timeframe that meets incident objectives.

#### **Evacuation Methods**

- Ferry – operates until park closes
  - Non-essential employees may be evacuated on last ferry.
- Seaplane – available up to 24 hours before landfall; can pick up from Garden and Loggerhead Keys and can transport to Key West or Homestead.
- Government vehicles – In the event of mandatory relocation, government vehicles are authorized to provide transport to an IMT-provided shelter.

Evacuations from DRTO may be staggered to provide support for Key West operations and to make use of available seats on the ferry and seaplane. All employees will be expected to assist with park preparations. The IC, the DRTO Operations Section Chief, and the DRTO Site Manager will evaluate preparation priorities, timeframes, and arrange for release of non-essential employees to coordinate with ferry and seaplane schedules. DRTO Ops Section Chief will coordinate with Logistics to arrange transportation.

#### **Loggerhead Key**

All residents will evacuate from Loggerhead Key for a Tropical Storm or higher category. At 100-hours BFL or first sign of a storm less than 100 hrs, the team will begin arranging plans for evacuation.

For a tropical storm, evacuation options include:

- Poinciana Housing or homes in Key West (until evacuation of Keys are ordered)
- Crew's Quarters on Garden Key if available.

For Category 1-5 storms, refer to evacuation from those locations.

#### **Garden Key**

*Tropical Storm* – Employees will remain at the Fort. The site supervisor will determine whether employees in transition between work and lieu days will remain at the Fort or in Key West.

#### *Category 1-2*

- Non-essential employees will evacuate Garden Key after the majority of hurricane preparations are completed.
- 2-4 essential employees (site supervisor, law enforcement, and maintenance) will remain at the Fort and evacuate to the hurricane shelter in Bastion 1.
- The shelter in Bastion 3 will not be accessible because of the closure of Front 3.

#### *Category 3-5*

- If transportation is feasible, all employees will evacuate Garden Key.
  - Non-essential employees will evacuate Garden Key after the majority of hurricane preparations are completed.
  - 2-4 essential employees (site supervisor, law enforcement, and maintenance) will remain to complete final preparations and be the last to evacuate. If conditions do not permit evacuation, employees will evacuate to the onsite hurricane shelters.
- Essential employees will install the gate in the sally port before departure.

#### **Poinciana**

Residents may remain in Poinciana Housing until either the City of Key West or Monroe County issues a mandatory evacuation of Key West. The Incident Management Team may also initiate a mandatory evacuation of Poinciana Housing sooner for employee safety and logistics.

#### **Hurricane Shelter Details**

The Incident Management Team will arrange shelter for residents of park housing. Shelter options:

- Park Headquarters shelter (if room is available)
- Hurricane-rated hotels (location to be determined incident team based on storm track)
- Public shelters (last resort)

The DRTTO Operations Section Chief will notify the Logistics Section Chief at the start of the incident with the names of park residents needing shelter and provide updates if that information changes.

Employees will be expected to check-in with the incident team (ICP) upon arrival at the designated shelter. DRTTO Operations Chief will designate a group leader who will communicate with the incident team.

Employees should evacuate with their own personal preparedness kit and be prepared to provide for themselves for 72 hours after the storm.

- Bring identification and food, water, bedding, entertainment, and medicines to last at least 72 hours in the shelter. Refer to the Hurricane Shelter Info Sheet and Checklist for additional items.
- Begin evacuation with a full tank of fuel. Follow established evacuation routes.
- Ensure that the vehicle used for evacuation has a Monroe County Hurricane Re-entry sticker properly displayed.

Park residents also have the option to make their own arrangements; however, the government will not pay for those arrangements and employees may be expected to take leave, especially if requesting to leave before being released from storm preparations.

Time constraints permitting, all staff will be given the option to take leave or use comp time and evacuate the potential storm area. The Superintendent determines when to provide administrative leave for part or all of an evacuation.

### **Post storm**

Evacuated employee may not return to Poinciana housing or Key West until the Florida Keys evacuation order has been lifted.

After the storm, employees should follow check-in procedures. (See Employee Responsibilities section, p. 124) DRTO employees should check in with their incident supervisor or designated contact (if supervisor is at the Fort) before returning to Key West.

### **Executive Summary – Safety Of The Two Tier Hurricane Shelters At Fort Jefferson**

To better protect the inhabitants of Dry Tortugas National Park, a report on the safety of the Two Tier Hurricane Shelters at Fort Jefferson, Dry Tortugas National Park was commissioned and completed in November of 2008. Many of the changes found in this 2009 plan are based on findings within this report.

In the fall of 2008, Rob Yallop of Lord Aeck Architecture contracted with Craig Bennett of 4SE, Inc, asking that 4SE evaluate the second tier magazines at Bastions 1 and 3, currently being used as hurricane shelters at Fort Jefferson, Dry Tortugas National Park. The intent of the evaluation was to determine the safety of the occupants of the shelters during any of the five categories of hurricane described in the Saffir-Simpson hurricane scale.

Based on their study, 4SE, Inc. made the following recommendations:

- They do not believe that the fort should be occupied during a Category 5 hurricane. Because of the possibility of escalation from a lower category to a higher category and considering the amount of time to evacuate it was suggested that the fort should be evacuated when a Category 3, 4 or 5 hurricane is expected.
- Because of their belief in the survivability of the hurricane shelters in a Category 4 hurricane, they were comfortable recommending that personnel would be safe staying on the island and in the hurricane shelters any time that a Category 1 or 2 are expected.
- Due to their lack of confidence in the housing units in the casemates along the fronts to survive higher category hurricanes, they recommend that those remaining at the fort, evacuate all housing and proceed to the Tier 2 powder magazines hurricane shelters well before it becomes necessary to do so, as it could be impossible to do so when finally necessary. It was recommended that the hurricane shelters themselves contain provisions for survival for the occupants for a number of days, bare minimum three days, preferably five to seven days. Secondly it was suggested that they contain communication gear for reaching those well beyond Key West. It was recommended that they contain sleeping facilities for as many people as they may house. Their final suggestion was that these shelters should be provisioned and furnished so that, should everything else be damaged or destroyed, the occupants would be able to communicate with the outside world, survive and function adequately for up to a week without any help from the outside world.

### **Dry Tortugas National Park Employee Hurricane Preparedness Guideline**

Remember to put important papers in plastic, zippered storage bags and put in a secure place in the event your quarters are flooded. Keep receipts for personal items that could be damaged during a hurricane.

In the event that you leave the park during hurricane season, such as to visit Key West on lieu days, please ensure that your housing unit is prepared for a storm prior to departure. Hurricanes and tropical storms may develop or change track very quickly.

Ensure that hurricane shutters are in place, particularly in areas that cannot be accessed by other personnel (e.g. balconies). Secure all patio furniture, barbecue grills, and other outdoor items. Place buckets in areas of known leaks inside your unit.

**Employee personal hurricane cache checklist:**

Ensure that you have enough food, water and personal supplies on hand to last 5 days. Refrigeration, cooking facilities, and electricity may not be available.

Listed are items that each employee should gather in preparation for a hurricane or severe storm event. This is in addition to the park supply cache. This is intended as a guideline and is not necessarily a comprehensive list. Please refer to the Hurricane Plan 2010 for a list of steps to take and to be better prepared. (Copies were sent by email and there is a hard copy in the Office)

- |  |  |
|--|--|
| <input type="checkbox"/> Non-perishable foods such as canned meats and fish, canned or dried fruit and vegetables, soups, canned or powdered milk and juice, cereal, cookies, crackers, bread, coffee, tea, trail mix, granola bars, peanut butter & jelly, condiments – remember special dietary needs (Be sure to include some items that do not require cooking.) | <input type="checkbox"/> Extra batteries (if using rechargeable batteries, ensure that all have a full charge)   |
| <input type="checkbox"/> Water: 1.5 gallons per person per day (If you will be filling containers from park tap water, be sure to have Gatorade or another electrolyte source on hand.)  | <input type="checkbox"/> Battery operated lanterns   |
| <input type="checkbox"/> Disposable plates and utensils or mess kit  | <input type="checkbox"/> Candles, matches in plastic bag   |
| <input type="checkbox"/> Can opener, bottle opener   | <input type="checkbox"/> Reusable water bottle   |
| <input type="checkbox"/> 1 set of sheets, blanket, pillow or sleeping bag  | <input type="checkbox"/> Plastic garbage bags and zippered storage bags  |
| <input type="checkbox"/> Towel & washcloth   | <input type="checkbox"/> Knife or scissors   |
| <input type="checkbox"/> Toothpaste, toothbrush, soap and other personal hygiene items   | <input type="checkbox"/> Flushable wet wipes   |
| <input type="checkbox"/> Pain relievers, prescription drugs, any other medical needs.  | <input type="checkbox"/> Copy of Car Keys in Poinciana lock box in case vehicles have to be moved.   |
| <input type="checkbox"/> Change of clothing including rain gear, sturdy shoes, hat   | <input type="checkbox"/> Make sure all electronics are unplugged and stored safely. (Especially important ones, i.e.: Computer, TV, Radios)                |
| <input type="checkbox"/> Cards, books, magazines, games, videos, music   | <b>In the event of evacuation from DRTO, also add:</b>   |
| <input type="checkbox"/> Battery operated clocks and radios  | <input type="checkbox"/> Emergency cash or traveler’s checks (Cash machines may be inoperable and credit may not be accepted on Key West or the mainland.) |
| <input type="checkbox"/> Headlamp and/or flashlight  | <input type="checkbox"/> Identification / Important documents  |
| <input type="checkbox"/> Small battery operated fan  | <input type="checkbox"/> First aid kit   |
|  | <input type="checkbox"/> Camp stove & fuel   |
|  | <input type="checkbox"/> Bathe and have a good meal before leaving home  |
|  | <input type="checkbox"/> Full tank of gas in vehicle/s   |

**Garden Key Hurricane Shelter Inventory 2010**

**Shelter 1**



**Shelter 2**

Quantity	Items	Quantity	Item
8	Sleeping pads	6	Sleeping Pads
3	Sleeping Cots	3	New Flashlights
1	Flashlight (works)	2	Old Flashlights
1	Case of Bottled Water	2	Cases of Bottled Water
6	5 Gallon Jug Water	5	5 Gallon Jug Water
2	1 gallon Jug Water	0.50	1 gallon Jug Water
1	Coleman Stove	1	Coleman Stove
6	Hard hats	14	Hard Hats
7	Cases of MRE's (84 meals)	6	Cases of MRE's ( 72 meals)
1	Small First Aid	1	Small First Aid
1	Portable Toilet	1	Portable Toilet
1	Lamp	1	Lamp
2	Large Trash Bins	2	Large Trash Bins
6	Forks, Spoons, and Knives	6	Forks, Spoons and Knives
6	Plates	6	Plates
6	Cups	6	Cups
4	Rolls of TP	9	Rolls of TP
2	Rolls of PT	2	Rolls of PT
1	Pump of hand santizier	1	Pump hand santizier
7	Chairs	4	Chairs
1	Broom	1	Broom
2	Cans of Black Beans	3	Light Bulbs
1	Can of Green Beans	1	Bug Spray
2	Can of Kidney Beans	2	Sunscreen
1	Can of Pears	1	Folding Table
1	Duel Fuel Lantern	1	Cube of Water
1	Crank Radio/Light		
1	245 Hours Light		
4	D batteries		
1	Yellow Rope		
2	Sterno Cans		
8	Bars of Soap		
1	1/4 Full dish soap		
1	1/4 Full Coleman Fuel		
1	6 pack of Ramon Noodles		
1	Container of Cool-Aid		
3	Instant Chicken Soup		
2	Pans / Bowls		
2	Packets of Crackers		

**Garden Key Hurricane Shelters Need: Order List (2011)**

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Quantity	Item
	Batteries (all Types)
1	Folding Table for Shelter 1
3	2 Person Tents
10	Flashlights and batteries
4	Coleman Fuel Containers
1	Crank Radio/Light
1	245 hour Light for Shelter 2
1	Rope in Shelter 2
6	Bars of Soap
2	Containers of Dish Soap
4	Containers of Powder
	Gatorade
4	Containers of Sunscreen
4	Bug Screen
2	Fans

DRAFT

NPS M/V Fort Jefferson  
Hurricane plan 2012

Hurricane preparations for the Fort Jefferson are unique in that movement of the boat to a safe location is required. The voyage to safe harbor may take considerable time for preparation and transit. These tasks are in addition to the duties all other branches encounter such as home, personal and work site preparations. This situation demands that we have a full complement of crew available during the hurricane season. In addition to the 3 crewmembers of the FJ we must have 1 more on standby throughout the hurricane season. The purpose is so we have two people on watch while underway. We can run 24 hours per day but each crew member can only operate the boat for 12. Two crew need to be on watch at all times.

Crew/phone/email

Captain Clay "Blue" Douglass

305-215-4767 [Clay\\_Douglass@nps.gov](mailto:Clay_Douglass@nps.gov)

Captain Janie Douglass

305-923-3408 [Janie\\_Douglass@nps.gov](mailto:Janie_Douglass@nps.gov)

John Spade

305-587-7565 [John\\_Spade@nps.gov](mailto:John_Spade@nps.gov)

Kayla Nimmo

315-729-8014 [Kayla\\_Nimmo@nps.gov](mailto:Kayla_Nimmo@nps.gov)

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General Hurricane Season status (6/1-11/30)

- Review hurricane plan with crew and DRTO.
- Maintain 60% minimum fuel level in ships tanks, not cargo tanks.
- Insure adequate supplies of dry food goods for 4 people for 5 days.
- Keep water tanks full.
- Crew meeting to establish several potential "hurricane holes"
- Other than yard work undertake no projects to critical systems that will take more than 48 hours to complete.
- Avoid storage of miscellaneous unsecured equipment/supplies on vessel or dockside.
- Ensure enough oil/filters are aboard for two complete generator oil changes, one engine oil change and one transmission oil change.
- Ensure four complete sets of generator and 2 main engine fuel filters are onboard.
- Ensure two complete filter sets of RO filters are onboard
- Ensure a full set of spare impellers for generators and main engines are onboard.

**96 hours** before potential landfall

- Check that crew is prepared to depart immediately
- Attend USCG Sector Key West hurricane brief
- Top off diesel
- Top off gasoline for skiff
- If generators are within 10 hours of oil change, change oil/filters and fuel filters

- Move vehicles. Personal to high rise parking garage. Government to high rise if time permits. Otherwise behind building 48 just outside of USCG gate.
- Clear dock area
- Prepare vessel for heavy weather
- Submit crew list for evacuation to EVER dispatch 305-242-7740
- Submit crew list for evacuation to USCGKW 305-292-8727
- Notify Mike Jester of intentions

Due to the geographical position of Key West we must take action far in advance to avoid being in harm's way. This is especially true if the threat is approaching from the east. Our escape may require that we steam east toward the storm for 150nm before we can turn north away from the path. Steaming 150nm takes us roughly 10 hours. A large tropical storm can have a 250 mile radius. Typically forward speed is 12-15 NMH. Assume a storm center 1000 miles distant near San Juan PR the outer bands would be 750 miles from our location in Key West. Projected track is the Florida Keys and into the Gulf of Mexico. Gulf ports are a poor option as only Mobile and New Orleans offer an exit if the storm follows. If we are traveling east for 10 hours to Miami (900 nm from hypothetical storm center) we reduce the closet point of approach to the outer bands to 506-530 nm or 33-42 hours before we can begin to turn out of the path. **Therefore prior to 72 hour landfall crew should be ready to depart.**

#### 72 hours prior to potential landfall

- All crew to vessel
- Report vessel/crew readiness to USCGKW
- Determine whether or not to go with USCG vessels. While we welcome the opportunity to go with them if offered the chance we have to consider the factors that follow. The USCG vessels are much faster than our boat. We might hinder their operation. They have large crews we have at best a skeleton. Also, we have different missions. Last they may not have dock space available for us at their destination.
- In the unlikely event that we are forced to proceed to a foreign port all crew must have passports. In this case every effort will be made to inform the Superintendent of our situation prior to leaving USA waters.

#### After reaching safe harbor

- Notify EVER dispatch of arrival
- Make any final preparations such as extra lines, or clearing decks.

#### Post Hurricane

- Establish contact with EVER dispatch regarding condition of crew/vessel
- Top off fuel and supplies
- Determine any immediate needs of DRTO.
- Take action necessary to assist DRTO ASAP.

## Planning Section

### Plan Preparation and Distribution

General Hurricane season planning begins in April and May. Planning Section Chief coordinates meeting with Incident Commander and Operations Section Chief (at a minimum) to review and update the Organizational Chart and identify issues for the upcoming season.

Planning Section Chief emails members of the Command and General Staff to review relevant checklists and submit revisions. Planning Section staff compile checklists, revise the guide, and submit it for review by the Incident Commander, the Superintendent, Deputy Superintendent, and the Chief Ranger. Once signatures are obtained, the plan is emailed to all employees if possible, or produced on CD and distributed to employees by division and district. The electronic files are posted on the HQ and Research shared drives. If email is not possible, CDs are also sent to the Emergency Manager and other interested parties in the Southeast Regional Office, through the Superintendent's Secretary.

### Distribution List

Flamingo Ranger Station (Interp & LE)  
Flamingo Maintenance  
Gulf Coast Ranger Station (Interp & LE)  
Gulf Coast Maintenance  
East Everglades Fire  
East Everglades Ranger Station  
Tamiami Ranger Station (LE & Maint)  
Shark Valley Interp  
Loop Road EE  
Hidden Lake EE  
Pine Island Ranger Station  
Pine Island Maintenance  
Supply  
Robertson Bldg Fire  
Dan Beard Center  
Krome Center  
HQ Branch Director  
Key Largo Ranger Station  
Dry Tortugas  
Key West Group  
M/V Fort Jefferson  
Incident Commander  
Incident Command Post  
Superintendent's Office  
SERO  
SER Emergency Coordinator

## Planning Meetings

The Planning Section Chief will be responsible for running the morning All-Employee Briefings and the Planning Meetings. Each member of the Incident Management Team should be prepared to brief other members on the current status of their sections. Briefings and Planning meetings should last no longer than ½ hour. Multiple briefings may be held to accommodate park staff and districts. In the past, the Pine Island Chickee is the standard place for briefings. Members of the IMT may also split up to offer another briefing at the Krome Center.

### Agenda for Briefings

- |                            |                       |
|----------------------------|-----------------------|
| • Opening Remarks          | IC                    |
| • Incident History/Update  | IC or Operations SC   |
| • Incident Objectives      | Planning SC           |
| • Weather                  | Planning SC           |
| • Safety Concerns          | Safety Officer        |
| • Logistics Concerns       | Logistic SC           |
| • Finance Status           | Finance SC            |
| • Liaison Concerns         | Liaison Officer       |
| • Information Concerns     | IO                    |
| • Status of Park Neighbors | Agency Representative |
| • Operational Assignments  | Operations SC         |
| • “Housekeeping” Items     | Planning SC           |
| • Closing Remarks          | IC                    |

The Planning Section Chief, the Resource Unit Leader, and the Operations Section Chief will meet prior to the Planning Meeting to discuss assignments for the next operational period. They will present these to the rest of the Command and General Staff at the Planning Meeting.

The Command and General Staff should be present at all Briefings and Planning Meetings as well as those individuals that will assist with the planning efforts and production of the Incident Action Plan.

### Planning Meeting Agenda

- |  |                          |
|--|--------------------------|
| • Opening Remarks                        | IC                       |
| • Brief on Situation/Resources           | Operations SC & Plans SC |
| • Weather                                | Plans SC                 |
| • Safety Concerns                        | Safety Officer           |
| • Review Objectives                      | IC                       |
| • Determine Strategy                     | Operations SC & Plans SC |
| • Specify Tactics                        | Operations SC            |
| • Determine ability to support the Plan  | All Section Chiefs       |
| • Period specific decision making issues | All Section Chiefs       |
| • Concerns                               | All Section Chiefs       |
| • Closing Remarks                        | IC                       |

Here is a schedule for Incident Meetings and the Planning Process:

<b>Time</b>	<b>Meeting</b>	<b>Location</b>	<b>Participants</b>
7 AM	Command & General Staff	ICP	C&G staff, Branch Directors
8 AM	All-Employee Briefings	PI chickee Districts	All C&G staff, all employees Branch Directors & Group/Division Supervisors
9:30	Krome Center Briefing	Krome conf room	IC, Plans, Ops, PIO, Safety (primary or deputies)
2 PM	Tactics (pre-planning) Meeting	HQ Supt conf room	IC, Plans, Ops, Safety
3 PM	Planning Meeting	ICP	C&G staff, Branch Directors

Tactics Meeting may be held in Superintendent's conference room.

## **Resource Unit**

The Resource Unit Leader (RESL) is responsible for maintaining the status of all assigned resources at the incident. The Check-in and Check-out procedures are described below and will assist the RESL in tracking resources. A master list of resources will be maintained in ISUITE by the RESL. The RESL will also work with Operations on the ICS-204 forms in the IAP.

### **Check-in and Check-out Procedures**

The following are check-in and check-out procedures for incident indicated in this plan. If the scope of the incident increases, for example during post-hurricane recovery, then check-in/out procedures may need to be modified to accommodate the additional resource tracking.

#### **Check In**

Each Branch Director and/or Division/Group Supervisor will be responsible for faxing or emailing an initial "Crew Time" report to the Resource Unit Leader at the beginning of each operational Period. This will serve as check-in for park employees. New out-of-park resources checking into the incident will need to check in directly with the Resource Unit Leader.

#### **Check Out**

All employees are required to check out with their incident supervisor before leaving the park. The incident supervisor should:

- Check that the employees' emergency contact information is accurate.
- Find out where the employee will be staying during the storm.
- Provide the employee with "Check Out Information" (Employee Responsibilities and What Will I Do After The Storm)
- Remind employees to call the Everglades Employee Information Hotline after the storm.

If the employee will not be checking out in person, the individual must call the incident supervisor on the phone to provide the required information. Copies of the information can be faxed or emailed to outlying areas.

#### **Evacuation Check-in Procedures**

The Operations Section Chief should notify the Resource Unit Leader and Facilities Unit Leader about the location of park residents during the storm (shelter, hotel, out-of-town, park housing).

## **Documentation Unit**

The Documentation Unit Leader is responsible for maintaining incident documentation including copies of the Incident Action Plan for each operational period, maps of the storm predictions, weather reports, general messages, meeting notes, and other necessary planning documents. Files should be set up at the beginning of each incident following the established NWCG Incident Documentation Filing Plan (see S:\Hurricane\Blank ICS Doc Structure\Sample ICS Structure for E-File Storage). The Documentation UL must combine all paperwork at the end of the incident into the Incident Package which will be filed in the file cabinet in the Chief Ranger's Conference Room. There are some documents that must be saved in their original paper form, however majority of incident documention can and should be saved in electronic form and burned to a cd at the end of the incident. The Documentation Unit Leader will also attend monthly and incident Planning Meetings and take notes, which will be filed on the S drive.

|

For post-storm events, the FMSS Technical Specialist will use incident documentation to track labor costs, damage, repairs, and facility conditions. On more severe incidents, additional resources may be called in to assist with documenting facility damage and repairs.

**Unit Logs**

At start of an incident, Documentation UL will create a list of all those who should submit Unit Logs, will check them off for each period, and follow up with reminders.

DRAFT

## **Logistics Section – Support Branch**

### **Facilities Unit**

#### Incident Facility Locations

##### **Incident Command Post**

EVER – Chief Ranger’s conference room at Headquarters with work stations for the IC, Operations, Planning, & Logistics.

DRTO – Administrative Office

##### **Communications - Pine Island Radio Shop**

Information Officer, Liaison Officer, Safety Officer, Resource Advisor, and Finance will use other available offices in EVER Headquarters.

##### **Shelters**

The Facility Unit Leader will complete the list of personnel and shelter assignments at the 100-hour mark. **Under NO circumstances is any individual to remain in housing alone.**

##### **Pine Island, Flamingo, Key Largo, and East Everglades**

Park Headquarters will serve as the main park hurricane shelter. Florida Bay District (Key Largo), Flamingo District, East Everglades District and Pine Island personnel will be housed at the Park Headquarters shelter. Alternatively, park residents may be housed in commercial housing, at the discretion of the Incident Management Team. Park residents also have the option to make their own arrangements.

Pine Island personnel will remain in their assigned housing with the exceptions of personnel in trailers, modular structure #105, and structure #108. If weather conditions are predicted to reach Hurricane Category III, all Pine Island residents will be housed in the Park Headquarters shelter.

The Flamingo, Pine Island, Key Largo, and Northeast District Branch Directors will contact the Logistics Section with names of individuals evacuating to the HQ shelter.

##### **Gulf Coast & NE Districts**

Logistics Section will secure hotel rooms inland at pet-friendly and hurricane-rated facilities for Gulf Coast, Shark Valley, and Loop Road personnel.

##### **Dry Tortugas**

Four options will be available to employees and will be determined by storm conditions. Dry Tortugas Branch Director will work with the IC, the Facilities Unit Leader, and the employees to determine the best option for the particular storm event.

- Fort
- Everglades HQ shelter
- County shelter

- Commercial lodging

Refer to **DRTO & Poinciana Housing Evacuation Plan** with the DRTO Branch checklist.

### **Files Storage**

Important Florida Bay and Flamingo District files storage is available if necessary. Contact the Facilities Unit Leader for storage location.

### **Medical Unit**

For Everglades National Park, the medical unit will be located in the Chief Ranger's Office and the Flamingo Ambulance will be staged at HQ while Flamingo is evacuated. Refer to the Medical Plan. At Dry Tortugas National Park, the medical unit will be located in the Administrative Office at the Fort.

### **Shower Facilities**

- One shower designated as coed is available in the HQ shelter. Military showers (wet down, soap up, rinse off) are required to provide everyone the opportunity for its use.
- Shower facilities for post hurricane use will be designated as soon as possible after the incident.

### **Post-Hurricane Alternate Facilities**

Depending on the nature of the storm and subsequent power outages, it may be beneficial for incident operations to relocate to alternate facilities:

**Krome Center** - This is a good central location in Homestead which could be used as a meeting point for employees if all communications are disabled. ICP could be relocated here if HQ is disabled or the incident grows in size. The 1<sup>st</sup> Floor training room can be set up with tables, computers, phones, and other necessary equipment. The parking lot could also be used as a Staging Area and employee status check-in. Tents could be set up if the building is not accessible. However, without power, this building may be difficult to use and secure properly.

**Dan Beard Center** – The training room has been used in the past as an alternate ICP for larger incidents. Computers, phones, and other necessary equipment can be set up here as well.

**PI Maintenance & Supply** – These areas have been set up for the Logistics Section on larger incidents.

**Continuity of Operations Plan (COOP)** - For additional Post-Hurricane alternatives and agreements, refer to the Everglades and Dry Tortugas National Parks Continuity of Operations Plan (COOP). (Still under review as of June 2009)

**Note:** Everglades HQ has backup generator power to the entire building. An adequate gas supply will enable operations to continue at the park if the building is secure and accessible.

## Facility Unit Leader Checklist

### General Hurricane Season

Send out "Hurricane Info Sheet/Checklist" to residents

### Pre-Hurricane Preparation (72 hrs BLF)

1. Contact Camp Manager and Shelter Liaison, provide instructions on where to report after check-in, responsibilities, etc. Provide with a current list of residents expected to take shelter.
2. Get personal stuff together.

### Advanced Hurricane Prep (48 hrs BLF)

1. Override HQ A/C system.
2. Acquire grand master key.
3. Use prepared list to acquire cleaning supplies, etc.
4. Verify Camp Manager and Shelter Liaison in place or on the way. Inform Planning Section / Check-in where to direct residents.
5. Put up signs for MEDICAL UNIT, CAMP MANAGER, COED SHOWER, COMMUNITY USE AREA, Etc.
6. Check in residents as they arrive and show to designated sleeping area, direct to showers, restrooms, community use area, medical unit (pencil them in on blueprint/cross them off personnel list.) Put up occupied signs with names.
7. Check out collapsible water containers from fire or ranger caches.
8. Set up Community Use Areas
  - With assistance of Camp Manager and Shelter Liaison, rearrange furniture to best use space in conference room.
  - Acquire extra television and VCR from interpretation and set up in Headquarters lobby.
9. Prepare to house Pine Island residents in trailers, modular dorm #105, 108, and Long Pine Key #152 at Headquarters shelter.
10. Request delivery of plywood, hammers, nails, and plastic sheeting. Strategically distribute throughout building for immediate access.

### **Final Hurricane Prep (24 hrs BLF)**

1. Check expected storm strength. If Category III or above, prepare to house remaining Pine Island residents.
2. Check that shutters are secured on shelters and on units in The Pine Island housing area, being utilized for less than Category III storms.
3. Fill water containers. Schedule trash pickup and restroom cleaning. Press folks into service to assist as needed. (Hire on as AD's, etc. if necessary.)
4. Verify that LE/EMT will be on duty during storm.
5. Put up established rules sign.

### **Miscellaneous**

1. Find handcart/mail basket for shelter residents to use to move belongings from vehicles.
2. Acquire 2 square edge shovels (pooper-scoopers), 2 cots (medical unit), cigarette butt cans for front entrance.
3. Empty trash, and check bathrooms/storage area for adequate cleaning supplies, toilet paper, garbage bags, hand towels, and carpet cleaner. (Scrounge or get whatever is lacking).
4. Check shower area and clean if necessary.
5. Secure items on the porch – trashcans, stack chairs, etc.

## **Housing Plan**

**(For Garden Key and Ponciana Evacuation and Shelter Plan – see DRTO Section, pg 79-84)**

The Facility Unit Leader, assisted by the Camp Manager and Shelter Liaison will coordinate Housing.

Only required, permitted, seasonal, and volunteer-in-park employees will be allowed to remain in the park. The Incident Commander based on a critical need for the park may grant exceptions. Contractors, cooperators, etc. who may be living within the park on a temporary basis will need to seek safe refuge outside the park, with the exception of a few identified employees who will be on assignment.

At the beginning of each hurricane season, the park housing officer will send out a short memo and checklist to park residents to help in their preparation for the hurricane season.

A Hurricane Shelter Info Sheet and Checklist (next page) will be provided to possible shelter residents again at STAGE I and a reminder sent out at STAGE II with information on check-in and items that they need to bring with them.

### **HQ Shelter Check-in**

- All employees, family members and pets must sign in with the Facility Unit Leader giving names, ages, number in family, and any special needs or challenges, etc. upon arrival at the HQ shelter facility. Buffers and quiet zones will be determined as needed if possible.
- Occupants will bring three (3) days of food, water, and personal supplies with them to the shelter. Refrigeration and cooking facilities may not be available.
- All pets will be caged. If possible, residents will be able to stay with their caged pets. The Facility Unit Leader will designate a location for pets, if necessary, for health and safety considerations.
- There will be minimal space for personal belongings. Each person will be allowed to bring the equivalent of two 24 gallon Action Packers worth of belongings. Incident Command Staff will attempt to relocate people and personal property out of "common" areas as soon after the storm as is practical.
- Park residents who are employees will NOT be placed on travel status, nor will they receive per diem. (See Finance Section for additional details.)

## HQ Hurricane Shelter Info Sheet & Checklist

What to do if you are asked to evacuate your residence:

1. Bring enough food, water, and personal supplies to last three (3) days. Do not forget your pet food. Refrigeration, cooking facilities and electric may not be available. Items you will need include:

- Non-perishable foods, such as canned meats, fish, fruit, vegetables, and soups; canned, powdered, or shelf pack milk and juices; dried fruit, cereal, cookies, crackers and other snacks; peanut butter & jelly, etc.
- Baby food and formula, if applicable
- Pet foods
- Water (1 1/2 gallons per person per day)
- Can opener
- Disposable plates, glasses, & utensils
- 1 set of sheets, blanket (or a sleeping bag), pillow, towel and washcloth for each member of your family
- Toothpaste, toothbrush and other personal hygiene items
- Clothing
- Cards, books, magazines, board games, videos, etc.
- Non-electric clocks and radios
- Small fan and desk light
- Batteries
- Cash - ATM machines may be inoperable after the storm. Plan accordingly.

2. Report to the designated check-in area. They will direct you to the shelter.

3. When you arrive at your designated shelter, the Facility Unit Leader or Camp Manager will assign your sleeping area, show you where to find restrooms, showers, eating areas, the community use area, and the medical unit.

4. Please respect the privacy of other people. Be considerate, not everyone will be sleeping at the same time you will.

5. If you forgot something or require other assistance, contact the Facility Unit Leader, Camp Manager or the Shelter Liaison. See current year ICS-203 Organization Assignment List for positions.



## Property Storage Plan

The care and storage of government owned property (vehicles, heavy equipment, boats/trailers, office equipment, records, and supplies) will be the responsibility of the Ground Support Unit. The Lower Missile Base will be the primary BOAT and TRAILER storage area. The Pine Island Maintenance Compound will be the primary VEHICLE storage area. An Equipment Site Manager will manage each area.

### Pine Island Site

The Pine Island Site will be used primarily for the storage of government and a minimum of privately owned vehicles (park residents only).

### Missile Launch Area (Lower Missile Site)

The Missile Launch Area (Lower Missile Site) also has been selected as the site for storage of office equipment, boats/trailers, and some heavy equipment from the Research, Fire, Pine Island, Flamingo and Key Largo Branches. Biscayne NP also uses one hanger of the Missile Site for their hurricane storage needs. The NW Branch will coordinate storage of this type property at Big Cypress facilities at Oasis. Please keep in mind that the site is a National Register Historic Site, and buildings and features should be treated accordingly. The following procedures are established to ensure proper security and accountability at the Missile Launch Area

### Check-in to Missile Site

All equipment must be logged in with the Equipment Site Manager. Information requested will be name of person checking-in equipment and the time and date. The Site Manager will provide each item with an ID number which will be on the windshield in shoe polish. If you have a large group of equipment or vehicles, it would help to have an inventory list to leave with the Site Manager. Each individual box or other container (e.g. Action Packers) must be labeled on its side with office of origin and basic contents prior to delivery to the Missile Site (preferably by the person packing it). Recommended procedure is to either label with masking tape and indelible marker or use packing labels with ties. The Site Manager will seal Action Packers at the latches with tamper-proof seals to ensure accountability.

### Accountability

All personnel will be issued a DI-105 for items turned in at the Missile Site. The DI-105 will include the name of the Site Manager, name of employee checking in property, name of liaison officer, date and time of check-in and current condition. Once storage is complete, two inventory lists will be prepared by the Site Manager...one of vehicles/vessels/trailers, the second of equipment/property/supplies. The vehicle/vessel/trailer list (and associated DI 105's) will be turned over to the Ground Support Unit Leader; the equipment/property/supplies list (and associated DI 105's) will be turned over to the Supply Unit Leader. The Missile Site Manager will secure all buildings and gates with combination locks prior to departure.

During the Final Hurricane Preparation Period the Logistics Section will prepare a plan for re-issuance or utilization of vehicles and property based upon the expected impacts of the storm. If little or no impacts are expected, property may simply be re-issued, through the Site Manager, back to the people of origin. If there are severe impacts expected, vehicles and equipment may need to be issued out to others to meet resource needs of post hurricane operations. In the event that a different Incident Management Team is sent in after the storm to take over management of the incident, the

Logistics Section Chief will assure that all inventories and property receipts are properly transferred to relief resources of the new team.

### **Keys/Security**

All equipment keys will be turned in to the Site Manager who will have a key log which corresponds with equipment and vehicles stored on site.

### **Interior Storage**

Small equipment, such as generators and pumps, will be stored off the floor on shelves. Boats and trailers will be secured with cargo straps.

### **Exterior Storage**

All boats, trailers and trailered equipment will be secured to anchors with heavy-duty cargo straps. Make sure canoes, bikes, etc. in or on trailers are secure. Any other items stored inside of boats or trailers must be secured or enclosed to prevent movement during high winds.

### **Personal Property of Park Residents**

Personal property of both required and permitted occupants residing in park housing may seek approval from the Superintendent to store personal property in designated areas of the park. Personal property including, but not limited to, POVs, RVs, boats, and trailers may NOT be stored at the Missile Site. POV's will be parked at Pine Island in the open areas in the vicinity of the dormitory (see Ground Support Plan).

Residents requesting in-park storage of POVs or equipment must submit the Personal Property Storage Request Memo (Appendix G) through their Division Chief to the Superintendent for approval at the beginning of the hurricane season. The Superintendent will forward all approved requests to the Incident Commander. The team will make every effort to accommodate personal property storage, but residents should note that government property will be the first priority. Once government property is secured, additional tie-downs at the Robertson Building may then be assigned to personal property for that storm. **All property must be removed after an incident, or with IC approval, at the end of the hurricane season.**

## Missile Base Storage Plan

From Everglades National Park Policy Memorandum EVER 5281-51, Operation and Management of the Nike Missile Base Site

### Approved Use

The long-term goal of the park is to eliminate the use of HM-69 as a routine storage area. The site will continue to be used for storage during hurricanes, but the objective is to remove non-historic equipment, supplies and other materials from the site, secure the site and facilities and to conduct preservation and environmental assessments and mitigation as appropriate. Emptying the three missile barns will enable more boats and other equipment to be stored inside during hurricane events, preventing damage to government property and protecting the historic site from equipment which, if tied down outside the barns, may become flying debris during a hurricane, causing additional damage.

A key purpose of this policy is to ensure that all uses of HM-69 comply with NPS policies for management of historic sites and park use of the site does not degrade the integrity of the site or threaten the values which make the site eligible for the National Register. HM-69 is a historic site, not merely a storage area. As such, there are general concerns that all employees should be aware of to ensure sensitive use and management of the site:

- Maintenance or repair projects at HM-69 will require NEPA and Section 106 Compliance. Employees must consult the park's Planning and Compliance Branch **before** beginning any action that alters the historic fabric or cultural landscape of the site.
- Do not attach anything to walls or other structural elements. Do not bolt shelves to walls or floors.
- Do not drag equipment and scrape the floors. Floors include original paint and other details.
- Do not scrape walls, doors or other original fabric when moving equipment into facilities.
- Do not store government records at HM-69.
- Do not store hazardous chemicals at the site. HM-69 does not have fire detection or suppression systems.
- All storage areas at HM-69 are currently designated for government property. **Personal property will not be stored at HM-69, without prior, written approval by the Superintendent.** The Superintendent may still approve personal property storage at HM-69 if vehicles or other personal property storage provides a compelling advantage to the US Government that cannot be provided in other ways or accommodated at other locations in the park. Alternative areas for personal property will be developed by the Park outside of the historic district.
- All buildings closed for safety reasons require approval by the Safety Officer before entry, and then only with appropriate personal protective equipment (PPE) as determined by the Safety Officer.
- Law enforcement personnel will access these facilities to address physical security concerns, as needed. The Chief Ranger and the Safety Officer will coordinate employee hazard awareness for rangers who may need to access facilities for law enforcement purposes.

HM-69 is used for temporary storage of critical park equipment during hurricanes. This use of

the site can continue without threatening original fabric and site integrity but to do so requires sensitive management and use on the part of all EVER and BISC employees. General considerations that all employees should be aware of include:

1. **No additional hurricane tie-downs can be installed at HM-69 without Section 106 Clearance.** Installation of non-historic features and damage to original fabric requires Section 106 Compliance. The need for additional tie-downs will be addressed in an overall site assessment of tie-down needs. No tie-downs are to be added before this review, including during hurricane events, until the State Historic Preservation Office (SHPO) has concurred with the action.
2. In the event of a hurricane, every effort should be made to get as much equipment as safely possible into the missile barns. Equipment left outside must be tied down to avoid becoming projectiles in a storm. Flying debris is a threat to safety and can result in significant damage to the Launch Area during a hurricane.
3. Equipment must be removed as soon as is practical following the hurricane event, depending upon the impact and severity of the storm.

The approved uses of each facility are listed below. No other use is authorized.

**Missile Assembly and Warheading Building (#191)**—This facility is closed for resource protection and safety reasons. No tours (including VIP tours) are allowed and no storage of property will occur in this facility. This facility will not be used for hurricane storage and will remain locked at all times.

**Missile Barn A (#194)**— In the short term, this facility will continue to house resource management, maintenance and housing office equipment until it can be moved to another location. It will be used for hurricane storage as space allows. In the longer term, this facility will be used for hurricane storage only. No tours (including VIP tours) are allowed.

**Missile Control Room A**—This facility is closed for resource protection and safety reasons. No tours (including VIP tours) are allowed and no storage of property will occur in this facility. It will not be used for hurricane storage. Missile Control Room A will remain locked at all times.

**Missile Barn B (#193)**— This facility will be used for hurricane storage. This building may be used for tours of the site (see “Access” below).

**Missile Control Room B**—The facility is closed for resource protection and safety reasons. No tours (including VIP tours) are allowed and no storage of property will occur in this facility. It will not be used for hurricane storage. Missile Control Room B will remain locked at all times.

**Missile Barn C (#192)**—This facility is assigned to Biscayne National Park (BISC) for hurricane storage of government property only. This facility is not for general park storage by either EVER or BISC nor is it approved for storage of evidence or other items. The facility will be empty unless there is a hurricane incident. Tours of this facility may occur outside of hurricane season. BISC will not have exclusive access to this building except during hurricane season.

**Missile Control Room C**—This facility is closed for resource protection and safety reasons. No tours (including VIP tours) are allowed and no storage of property will occur in this facility. It

will not be used for hurricane storage. Missile Control Room C will remain locked at all times.

**Canine Kennel**—This facility will not be used for storage. or hurricane storage. The Canine Kennel will remain locked at all times.

**Berms**—The berms are an important part of the historic site. They may not be used as borrow material, painting backdrops, firing range targets or for any other purpose.

### Access

Indiscriminant access to the site in the past has resulted in damage to original fabric and the continued addition of inappropriate equipment and supplies to the site, as well as exposure to potential health and safety risks. To ensure that the approved uses in this policy memorandum are implemented and that this important resource is protected, the facilities will be keyed as followed:

Main Gate, Missile Barn A, Missile Barn B and Missile Barn C—one key, outside of existing park system. The Chief of Cultural Resources and Pine Island District Ranger will have keys and another key will reside at park Dispatch. Individuals seeking access to the site will check out the key from park Dispatch, as needed.

The Missile Assembly Building, Missile Control Room A, Missile Control Room B, Missile Control Room C and Canine Kennel will be cored for a single key, outside of existing park system and different from gate and barn keys. Due to safety concerns, the Chief of Cultural Resources will retain the key to these structures and must approve all access, except immediate law enforcement needs, to these facilities.

**Administrative Access**—Access to the site for new employee orientation or other legitimate needs will be approved by a PMT member. The key to the gate and barns will be checked out from park Dispatch for this access.

**Emergency Access**—Dispatch will have keys to the gate and barns. During hurricane preparation, access to the site will be provided by the Pine Island Hurricane Team, which includes the Pine Island District Ranger. In the event of another type of genuine emergency (i.e. threat to life, health or safety or fire event), emergency responders will cut padlocks if necessary. All other access must be planned and will require checking out a key from Dispatch.

### Responsibilities

All Park staff are responsible for ensuring that all areas within and around HM-69 site fence are maintained in a clean and orderly manner.

The Chief of Cultural Resources is responsible for the overall management of the historic complex and coordinating maintenance, interpretive activities, and preservation of the site. She will also review all work orders to the site prior to submission into FMSS by maintenance staff.

The Chief Ranger is responsible for maintaining security of keys to the site. All use of the keys must be documented on an appropriate sign-out sheet. Employees checking out a key must provide Dispatch with an approving authority for access to the site (i.e. member of PMT

authorizing access to the site).

The Hurricane Team is responsible for ensuring that **no new hurricane tie-downs** are installed, that use of the facilities during hurricanes corresponds to the uses outlined in this policy for maintaining the interior and paved exterior of storage areas in a clean, safe and orderly manner during an incident.

## Boat Storage Plan

### Hangar # 193

- First priority for inside storage; F1, F6, F7, F8, F9, I1, R6
- Second priority; F2, F3, F4, F5
- Two, 25' Boston Whalers will be tied down outside of the hangar

### Hangar # 194

- First priority for inside storage; R1, R2, R3, R4, R13

All other boats, trailers and equipment will be secured on tie downs behind the Dr. Bill Robertson, Jr. Center.

ID #	Description	Assignment	Priority	Building #
F1	18' Boston	FL Rangers	1	193
F2	17' Boston	FL Rangers	2	193
F3	21' Carolina	FL Rangers	2	193
F4	16' Carolina	FL Rangers	2	193
F5	17' Boston	FL Rangers	2	193
F6	16' Dolphin	FL Rangers	1	193
F7	17' Dolphin	FL Ranger	1	193
F8	20'Dolphin	FL Ranger	1	193
F9	18' Boston	FL Rangers	1	193
	25' BW	FL RANGERS		Store and tie down outside 193
	25' Boston	FL Rangers		Store and tie down outside 193
I1	18' Boston	INTERP	1	193
R1	19' Mako #6	FL Research	1	194
R2	19' Mako #7	FL Research	1	194

R3	17' Mako	FL Research	1	194
R4	15' Boston W	FL Research	1	194
R13	17' Angler	Research	1	194

**Iori Warehouse #181**

Fire Cache, Superintendent's Office, Division of Administration, Division of Interpretation, and Division of Maintenance will utilize the Iori warehouse in the following manner:

The Fire Cache will continue to utilize one half of the structure for day to day activities and storage.

The remaining one half of the structure would be shared (one quarter each) by Division of Maintenance, Superintendent's Office, Division of Administration, and Division of Interpretation for storage purposes.

**Maintenance Standards and Requirements**

No burning allowed. No debris stockpiled in the area. Debris disposal will be handled at the specific job site and will include the cost of dumpsters.

No storage of obsolete or excess property. These items must be reported and delivered to property management for disposal.

Store materials within buildings, whenever feasible.

Designated employees will purge files and remove other expended materials yearly.

Items will be stored with like items in a neat and orderly fashion.

## Ground Support Unit Plan

The Ground Support Unit will control and manage the use of all vehicles and heavy equipment during the incident. This Unit will also ensure that fueling and equipment servicing needs are met. The Ground Support Unit will be based at the Pine Island Maintenance office.

### Check-in

All government vehicles from Flamingo, Pine Island, Headquarters, Research and Key Largo will be checked into the Equipment Site Manager for storage during the storm, except for emergency and special use vehicles, which will be used throughout the incident. Besides the emergency fleet, special use vehicles include the wrecker, stake trucks, certain utility trucks and carryalls/vans.

All vehicles and equipment will be topped off with fuel, oil and other fluids checked by the operator prior to check in. Vehicle keys will be given to the Equipment Site Manager.

### Fueling

All gas tanks at Pine Island will be filled to near capacity. Keys for the fuel pumps will be controlled by Ground Support. In the event of a power failure, the tanks are on-line with back up generator.

### Privately-Owned Vehicles (POVs)

During Hurricane Preparations Periods POV's that will remain through the storm will be parked at Pine Island in the vicinity of the dormitory in open areas. Name of POV owner, license plate number and make of vehicle will be turned in at Ground Support immediately after parking. No personnel or pets will be allowed to remain in vehicles.

During the General Hurricane Season park residents who would be sheltered in Pine Island during a storm who are on leave/training/details may park POV's and boats in the parking areas by the Pine Island Chickee. Since this is not secured area with limited access, contact the Ground Support Unit Leader in advance to assure the location will be appropriate. It would be advisable to leave a set of keys with an in-park resident "friend" who might move your vehicle to another designated area during the Hurricane Preparation/Recovery Periods.

### Emergency Vehicles

At the beginning of the Final Hurricane Preparation Period the **Flamingo Ambulance** will be stationed at Park Headquarters for use by the Medical Unit Staff in the event of a medical emergency. The **Flamingo Structural Fire Engine** will be in an enclosed bay at the PI Ranger Station. If these vehicles are needed in emergencies contact DISPATCH who will notify PI Branch Director/Ground Support Unit Leader.

### Flamingo Equipment

Flamingo Maintenance will move all Heavy Equipment (Kubota Tractor and 580K Case Backhoe) to the Mahogany Hammock parking lot to be pre staged for recovery efforts.

All other medium and small mowers and tractors will be taken to the Pine Island Maintenance yard.

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### **Roadside Service/Recovery**

The Park Wrecker will be staged with Ground Support at Pine Island and will be dispatched by calling Ground Support.

### **Emergency Generators**

Maintenance and Operation of emergency generators is the sole responsibility of Ground Support/Pine Island Maintenance. This includes all Administrative Buildings and Housing.

### **Missile Site**

Once the Missile Site is secured, the Missile Site Manager will turn in the inventory of property/equipment stored there to the Ground Support Unit Leader for maintaining a consolidated inventory of all available equipment.

DRAFT

## Supply Unit

The Supply Unit is headed by the Supply Unit Leader. The Supply Unit is located at the Pine Island Supply Building and will be the storage area and issuance site for property and equipment that may be needed during Operational Periods 2-5 and beyond. It is set up to assure accessibility and accountability of that property both during the preparation and post hurricane phases.

All branches except Gulf Coast will use the Supply Unit as a cache of emergency supplies located at Pine Island. Fire Cache maintains the items such as Flight Suits and Helmets; most of the inventory of the Fire "50 person" cache, drinks and medical supplies, chain saw kits and batteries. The Gulf Coast Branch will maintain its own cache of emergency supplies and equipment in its own facilities, but of course may resource order equipment/supplies through the Supply Unit.

The Supply Unit Leader will issue a DI-105 for items with Property Numbers issued from the Supply Unit. The DI-105 will include the name of the Supply Unit Leader, Name of the person turning in or checking out the property, name of the property Liaison officer who is responsible for the property, date and time of turn-in and current condition. The Supply Unit Leader will maintain an inventory of all property as well as maintain an accountable issuance system for property re-issued.

**When supplies are needed, a General Message is filled out from the requesting party and sent to Logistics for processing with a number for tracking purposes. Purchases that do not come through the Logistics Branch will not be paid for by the Incident - no exceptions.** The Supply Unit will notify the requestor when supplies/materials are available for pickup.

During the Final Hurricane Preparation Period the Logistics Section will prepare a plan for re-issuance or utilization of property/equipment based upon the expected impacts of the storm. If little or no impacts are expected, property may simply be re-issued, through the Supply Unit Leader, back to the people of origin. If there are severe impacts expected, supplies and equipment may need to be issued out to others to meet resource needs of post hurricane operations. In the event that a different Incident Management Team is sent in after the storm to take over management of the incident, the Logistics Section Chief will assure that all inventories and property receipts are properly transferred to relief resources of the new team.

## Logistics Section - Service Branch

<b>MEDICAL PLAN - EVER</b>	1. Incident Name General Hurricane Season	2. Date Prepared May 2008	3. Time Prepared	4. Operational Period				
<b>5. Incident Medical Aid Station</b>								
Medical Aid Stations	Location			Paramedics Yes No				
Park Headquarters	Chief Ranger Office (Park Headquarters, Pine Island) 40001 State Route 9336, Homestead FL			X				
<b>6. Transportation</b>								
<b>A. Ambulance Services</b>								
Name	Address	Phone	Paramedics Yes No					
Miami-Dade Fire/Rescue	Station 16, 325 NW 2 <sup>nd</sup> Street, Homestead, FL 33034 Additional stations throughout Dade county	EVER dispatch 305-242-7740 Ground rescue 9-1-1 Air rescue 305-596-8576	X					
Collier County Sheriff Dispatch	3301 Tamiami Trail East, Building J	Police-Fire-EMS	X					
American Medical Response (AMR)	7255 NW 19 <sup>th</sup> Street, Miami, FL 33126	305-718-6444	X					
LifeNet Air Med	Key West	1-800-806-1916 or 911	X					
Monroe City Trauma Star	Marathon	305-289-8728 or 911	X					
<b>B. Incident Ambulances</b>								
Name	Location			Paramedics Yes No				
NPS Flamingo Ambulance	Flamingo During evacuation: Park Headquarters (Pine Island) Rear Parking Lot			X				
<b>7. Hospitals</b>								
Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Grnd		Yes	No	Yes	No
Homestead Hospital	975 Baptist Way Homestead, FL 33033 Intersection of Campbell Dr. & SW 147 <sup>th</sup> Ave.	15 min	20 min	786 243 8000	X			X
Baptist Hospital	8900 Kendall Drive Miami, FL	15 min	60 min	305 596 1960	X			X
Jackson Memorial Hospital	1611 NW 12 <sup>th</sup> Avenue Miami, FL	20 min	75 min	305 585 1111	X		X	
Jackson South Community Hospital	9333 SW 152 <sup>nd</sup> Street, Miami FL	NA	40 min	305 251 2500		X		X
Fisherman's Hospital	Mile Marker 48.7, Marathon, FL	15 min	60 min	305 743 5533	X			X
Naples Community Hospital	350 7 <sup>th</sup> Street North Naples, FL	20 min	40 min	239 436 5000	X			X
Mariners Hospital	Mile Marker 91.5, Tavernier, FL	20 min	90 min	305 434 3000	X			X
Lower Keys Med Center	5900 College Rd, Key West, FL 33040	30 min		305-294-5531	X			X
<b>8. Medical Emergency Procedures</b>								
<p>- Contact EVER dispatch (radio call number 784) during medical emergencies, EMT on scene and/or medical unit leader to determine appropriate transportation.</p> <p>- Medical Unit located in Chief Ranger Office, Park Headquarters (Pine Island)</p> <p>- Supplies and equipment staged in Chief Ranger Office</p> <p>- Flamingo Ambulance staged in Park Headquarters (Pine Island) rear parking lot</p>								
9. Prepared by (Medical Unit Leader) Cindy Morris (U.S. Park Ranger, NREMT-B)			10. Reviewed by (Safety Officer) Robert Trincado					

<b>Medical Plan - DRTO</b>	Incident Name General Hurricane Season	Date Prepared 6/24/2011	Operational Period 2011 Hurricane Season		
<b>5. Incident Medical Aid Stations</b>					
Medical Aid Stations	Location	Paramedics			
		Yes	No		
DRTO Admin Office	Contact station - Garden Key				X
Medical Room/Clinic	Garden Key				X
<b>6. Transportation</b>					
<b>A. Ambulance Services</b>					
Name	Location and Arrival Time	Phone	Paramedics		
			Yes	No	
LifeNet Air Med	Key West (30min air)	1-800-806-1916 or 911	X		
Monroe Cty Trauma Star	Marathon (45 min air)	305-289-8728 or 911	X		
USCG Sector Key West	Keys or Miami (1-2 hours)	305-292-8727			
Naval Air Station	Key West (30-45 min.)	305-293-2770			
<b>B. Incident Ambulances</b>					
Name	Location	Paramedics			
		Yes	No		
John Chelko	DRTO Law Enforcement & EMT 305-293-0152 or 305-224-4255				X
Kim Pepper	DRTO Law Enforcement & EMT 305-293-0152 or 305-224-4255				X
<b>7. Hospitals</b>					
Name	Address	Helipad		Burn Center	
		Yes	No	Yes	No
Lower Keys Med Center	5900 College Rd., Key West, FL 33040	X			X
Fisherman's Hospital	3301 Overseas Hwy, Marathon, FL 33050	X			X
<b>8. Medical Emergency Procedures</b>					
<p>Notification will be made to group supervisor of medical emergency and initial size up of severity. Group supervisor will then notify Dry Tortugas National Park Law Enforcement Division of nature and severity of the medical emergency. The nearest NPS EMT / First Responder will be requested to respond to the scene. Communications will follow standard park operations in arranging for additional medical aid and transportation as needed.</p>					
<b>ICS-206</b> NFES 1331	Prepared by (PSC)  Samantha Towery		Reviewed by (IC)  Matt Ott		

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>		1. INCIDENT NAME 2011 Hurricane Season	2. DATE/TIME PREPARED April 2011	3. OPERATIONAL PERIOD (DATE/TIME)	
4. BASIC RADIO CHANNEL UTILIZATION					
BRANCH/SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY/TONE	ASSIGNMENT	REMARKS
Everglades NP <b>Command Net</b>	1 Local/Simplex	Command	TX 172.525 RX (293) 172.525 (293)	All Zones (Everglades NP)	Incident Communication
Everglades NP <b>Command Net</b>	2 Repeater	Command Repeater	TX 171.625 (555) RX 172.525 (555)	LPK Repeater	Incident Communication
Everglades NP <b>Tactical Net</b>	3 Repeater	Command Repeater	TX 171.625 (4F9) RX 172.525 (555)	Flamingo Repeater	Incident Communication
Everglades NP <b>Tactical Net</b>	4 Repeater	Command Repeater	TX 171.625 (4A4) RX 172.525 (555)	Key Largo Repeater	Incident Communication
Everglades NP <b>Tactical Net</b>	5 Repeater	Command Repeater	TX 171.625(5B6) RX 172.525 (555)	Pinecrest Repeater	Incident Communication
Everglades NP <b>Command Net</b>	6 Repeater	Command Repeater	TX 171.625 (61F) RX 172.525 (555)	Gulf Coast Repeater	Incident Communication
Everglades NP <b>Command Net</b>	7 Repeater	Command Repeater	TX 171.625(656) RX 172.525 (555)	East EVER Repeater	Incident Communication
Everglades NP <b>Local Net</b>	8 Simplex	Fire Mgt. Local	TX 171.775 (293) RX 177.775 (293)		Fire and Aviation Mgt.
Everglades NP	9 Repeater	Fire Mgt. Repeater	TX 171.775(61F)) RX 177.775 (61F)	LPK Fire Repeater	Fire and Aviation Mgt.
Everglades NP	10 Repeater	Fire Mgt. Repeater	TX 171.775(4F9) RX 177.775 (61F)	East EVER Fire Repeater	Fire and Aviation Mgt.
205 ICS 9/86	5. PREPARED BY (COMMUNICATIONS UNIT) John Diamond				

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>				1. INCIDENT NAME 2011 Hurricane Season	2. DATE PREPARED April 2011	3. TIME PREPARED 1500
4. BASIC RADIO CHANNEL UTILIZATION						
BRANCH/SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY/ TONE	ASSIGNMENT	REMARKS	
Dry Tortugas NP Simplex	Channel 4	Local use	TX 171.2625 NAC293 RX 171.2625 NAC293	Simplex DRTO	Incident communication	
Dry Tortugas NP Local Repeater	Channel 5	Local Repeater	TX 168.225 NAC555 RX 171.2625 CG555	DRTO Local Repeater	Incident communication	
Dry Tortugas NP Dispatch	Channel 6	EVER Dispatch	TX 168.2625 NAC61F RX 171.2625 NAC4A4	DRTO Dispatch	Incident communication	
Marine	81A	Fed. Gov. Environ. Operat.	TX 157.075MHz RX 157.075	Fed. Gov. Environ. Operat.	For interagency use on incident marine activites	
Marine	82A		TX 157.125 RX 157.125		For interagency use on incident marine activites	
Marine	83A		TX 157.175 RX 157.175		For interagency use on incident marine activites	
Marine	71		TX 156.575 RX 156.575		For interagency use on incident marine activites	
Marine	72		TX 156.625 RX 156.625		For interagency use on incident marine activites	
205 ICS 9/86	5. PREPARED BY (COMMUNICATIONS UNIT) Tim Moore					

**Phone List  
Hurricane Incident Command Post**

<b>Incident Command Post</b>	<b>305-242-7758</b>
<b>Fax for Crew Time Reports</b>	<b>305-242-7716</b>
<b>Fax for Resource Orders</b>	<b>305-242-7716</b>
<b>Incident Commander</b>	<b>305-242-7007</b>
<b>Public Information Officer</b>	<b>305-283-9032 (cell)</b>
<b>Operations – EVER</b>	<b>305-242-7758</b>
<b>Operations – DRTO</b>	<b>305-224-4222 Administration 305-224-4256 Maintenance 305-224-4255 LE</b>
<b>Logistics &amp; Plans</b>	<b>305-242-7008</b>
<b>National Weather Service</b>	<b>305-229-4523</b>
<b>Dispatch (emergencies)</b>	<b>305-242-7740</b>

**For recorded message updates during and after the hurricane:**

<b>Everglades Employee Hurricane Info Hotline</b>	<b>305-242-7719</b>
<b>Alternate hotline number</b>	<b>305-224-4280</b>
<b>Shenandoah EICC</b>	<b>888-246-4335</b>

## Finance Section

### Guidelines for Payroll and Purchasing during All-Risk ICS Events

From this date forward, whenever the Everglades National Park Hurricane Plan is implemented, or whenever an Incident Team is activated, **the following guidelines must be followed to ensure the proper filing and processing of payroll paperwork and purchase requests.**

#### **Payroll:**

On small, geographically restricted incidents, **all Crew Time Reports (SF-261) must be signed and approved by the Incident Commander (IC).**

On **larger incidents**, more than 30 employees or greater than two geographical areas, the SF-261 may be signed and approved by the appropriate Branch Director and/or Section Chief. **(Branch Directors' time must be approved by the appropriate Section Chief or the IC; Section Chiefs' time must be approved by the IC). NO EXCEPTIONS!**

**If the Finance Section receives any SF-261's without the appropriate signature, they will be returned to the issuing person without being processed.** The employee(s) on this form will not be given credit for any premium hours until the Finance Section has processed the SF-261.

It is the responsibility of the Section Chiefs and the IC to assure that SF-261's are completed which list all employees at the beginning of each operational period. This will facilitate the processing of any overtime hours, and will allow the Plans Section and Incident Command Team (ICT) to account for all assigned employees.

Once hours have been approved and processed through the Finance Section, the time reports will be forwarded to either the divisional timekeepers, if operations have returned to normal, or to the time unit recorders for payroll entry in FPPS.

#### **Travel:**

##### **Required Travel Authorization Prior to Departure**

A travel authorization is required only for those employees whose assignment is to move the Ft. Jefferson Boat to a safe harbor. A Travel Authorization will be issued no more than three days prior to departure.

##### **Authorized**

- Lodging
- Meals or incidentals'
- Rental Car
- Taxi Fare

##### **Not Authorized**

- POV Parking
- POV Mileage

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**A Travel Authorization is not required for the following:**

Government Housing evacuees are not required to have a travel authorization in spite of where they choose to take shelter. If they choose to take shelter in a government furnished hotel/motel, the following is applicable.

**Authorized – Hotel/Motel**

The Everglades Contracting Officer pays for the hotel accommodations for Government Housing Occupants evacuees. Everglades Contract Officer will establish blocks of rooms at various hotels and locations to accommodate the evacuees. Employees ARE NOT authorized to pay for motel rooms on their government credit card. If an employee chooses not to stay at one of the hotels that is established by the Everglades Contracting Officer, then the employee is responsible for the cost of their accommodations.

**Established Shelters i.e. HQ Building/hotel/motel:**

**Not Authorized**

- POV Parking
- POV Mileage
- Meals or incidentals'

**Point of contact for travel assistance: Motor Vehicle Ft. Jefferson Personnel ONLY**

- First Point of Contact is the Maintenance Administrative Assistant, Gloria D. Smith
- Park Travel Coordinator is Sabrina Blasingame (305-242-7763)

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**Purchasing:**

Requests for purchases must be submitted by General Message to the Logistics Branch. The Incident Commander must sign and approve all purchases. The purchasing limit will be established on the Delegation of Authority.

The Logistics Branch Supply Unit will make approved purchases less than \$3000 by Government Purchase Card (GPC). In cases where the vendor does not accept the GPC, a Third Party Draft MAY be used when approved by the Contracting Officer/Procurement Unit in advance. Vendors should have a tax ID or DUNS number for purchases over \$2500.

All purchase requests over \$3000 or for Third Party Drafts must be submitted to the Procurement Unit Leader / Contracting Officer (CO) via the Interior Department Electronic Acquisition System (IDEAS) electronically. The Supply Unit will input purchase requests into IDEAS. Purchases in excess of \$3000 will be pre-approved and made by the CO.

Purchase requests should be submitted in writing or email via General Message through the Logistics Branch. Emergency requests, approved by the IC may be accepted by the CO via telephone on a case-by-case basis.

The EVER Contracting Officer, serving on the team as the Procurement Unit Leader, is Ron Horne and may be reached at (305) 242-7793 or (305) 972-5088 or by email [ron\\_horne@nps.gov](mailto:ron_horne@nps.gov).

# Public Information Officer Checklist

## General Hurricane Season

- Review the Hurricane Plan
- Acquire updated list of media contacts from park PIO
- Forward current digital PIO files to Deputy PIO
- Ready an ample supply of Employee Hotline cards for distribution to staff.
- Confirm and coordinate support from Shenandoah Dispatch.
- Arrange access to the Incident Command Post (Chief Ranger's conference room).
- Review operational status of all IC communications equipment and become familiar with their operation.
- Dispense information to park employees regarding the general activities of the ICT.
- Following a delegation of authority to do so, send out park-wide memo on behalf of IC alerting employees to details of the next plan period.
- Following a delegation of authority to do so, send out a memo to NPS Morning Report, Regional and Washington Public Affairs personnel on behalf of the IC alerting them to park operations.
- Prepare three issues of Hurricane Line for distribution to all park staff during the season.

## Preliminary Hurricane Preparation 72-48 hours before Landfall

- Attend Command & General Staff meetings, morning briefings and planning meetings. Communicate information to all employees, volunteers, cooperators and concessions through e-mail and fax.
- Initiate the use of temporary information boards in VCs park-wide to inform current visitors of park/storm status.
- Begin drawing up external News Releases reflecting anticipated closures of park areas.
- Update external outgoing phone messages to reflect operational status of park.
- Initiate use of the park's "Hurricane Hotline" with status of park operations.
- Update IMT social media sites.
- Send out park-wide memo on behalf of IC alerting employees to details of the next plan period.
- Send out a memo to NPS Morning Report, Regional and Washington Public Affairs personnel on behalf of the IC alerting them to park operations

## Advanced Hurricane Preparation 48-24 hours before Landfall

- Attend Command & General Staff meetings, morning briefings and planning meetings. Communicate information to all employees, volunteers, cooperators and concessions through e-mail and fax
- Continue the use of temporary information boards in VCs park-wide to inform visitors of park/storm status.
- Send out News Releases reflecting closures of park areas.
- Update external outgoing phone messages to reflect operational status of park.
- Update the park's "Hurricane Hotline" with status of park operations.
- Update IMT social media sites.
- Send out park-wide memo on behalf of the IC alerting employees to details of the next plan period.
- Send out a memo to NPS Morning Report, Regional and Washington Public Affairs personnel on behalf of the IC alerting them to park operations
- Compile information for individuals that will be utilizing HQ storm shelter.
- Assist in final preparations of the ICP & HQ for landfall.

## Final Hurricane Prep 24-0 hrs BLF

- Attend Command & General Staff meetings, morning briefings and planning meetings. Communicate information to all employees, volunteers, cooperators and concessions through e-mail and fax
- Prepare temporary information boards in VCs park-wide to inform visitors of park/storm aftermath.
- Send out final News Releases reflecting full closure of the park.
- Update external outgoing phone messages to reflect the closure of the park.
- Update the park's "Hurricane Hotline" with status of park operations, and requirements for employee check-in.
- Update IMT social media sites
- Send out a memo to NPS Morning Report, Regional and Washington Public Affairs personnel on behalf of the IC alerting them to park operations.

### **Post Hurricane Recovery**

- Attend Command & General Staff meetings, morning briefings and planning meetings. Communicate information to all employees, volunteers, cooperators and concessions through e-mail and fax
- Update temporary information boards in VCs park-wide to inform visitors of park/storm aftermath and recovery.
- Coordinate the documentation of aftermath through representative photos and/or video.
- Prepare news releases detailing the extent of park damage, status of park resources, and recovery efforts for media outlets.
- Update external outgoing phone messages to reflect the current status of the park.
- Utilize the park's "Hurricane Hotline" to compile the status of all employees.
- Update IMT social media sites
- Field media requests for information as appropriate.
- Send out a memo to NPS Morning Report, Regional and Washington Public Affairs personnel on behalf of the IC alerting them to storm aftermath and park operations.

### **Hurricane Breakdown**

- Attend Command & General Staff meetings, morning briefings and planning meetings. Communicate information to all employees, volunteers, cooperators and concessions through e-mail and fax
- Update temporary information boards in VCs park-wide to inform visitors of park/storm status.
- Prepare News Releases regarding the opening visitor facilities.
- Send out a memo to NPS Morning Report, Regional and Washington Public Affairs personnel on behalf of the IC alerting them to the status of park operations.

## Liaison Officer Checklist

### General Hurricane Season

- Make and update contacts with NPS and other agencies.
- Obtain their Hurricane plans.
- Attend appropriate meetings.
- Confirm appointment of liaisons for concessions and contractors.

### Hurricane Preparation Periods

- Attend planning meetings, keep Unit Log ICS-214.
- Start initiating contacts with agencies upon Incident Commanders approval and brief them status of operations.
- Update contacts once per operational period.
- Brief agency representative, if assigned.
- Brief concession and contractor liaisons.
- Obtain a vehicle; cell phone and portable radio.

### Liaison Contacts

Your job is to make and keep these contacts. Once the team is activated, all outside contacts will flow through you to/from the Incident Commander or Agency Administrator. It is very important that you keep currently informed of all park and other agency plans and actions. An agency representative may be assigned to work for you and be located in one of the County Emergency Operations Centers. You need to work closely with the Information Officer in preparation of written reports to be sent to SERO and WASO. Always check with the IC prior to release of information or resource requests to/from other agencies.

Biscayne National Park.

Big Cypress National Preserve.

Dry Tortugas National Park.

Northwest District, (liaison for Collier County)

Florida National Park and Monument Association

Dade County Emergency Operations Office, Fire Department.

Monroe County Emergency Operations Office.

Southern Area Coordination Center

Florida Key Deer Refuge.

Keys National Marine Sanctuary.

Other Gulf/Florida Interior areas at discretion of Incident Commander.

### Post Hurricane Recovery Period

In the event a Type I or II All Risk Team is assigned, you will probably be assigned as a Deputy to ensure a smooth transition or act as a local advisor.

## **Liaison Contact List**

Liaison Officer: Linda Friar, PIO  
305-242-7714  
786-385-0067 mobile

### **In-park Contacts**

Concessions contact: Bill Fay 305-242-7760

Contractors contact: Mike Savage 305-242-7776

Gulf Coast District: Tom Iandimarion  
239-695-4217 W  
239-253-7562 C

NE District Branch Director: Cindy Morris

Florida National Parks and Monuments  
Director Cal Singletary Office 305-247-1216

Warehouse Manager Office 305-247-1216

### **Park Concessions**

Everglades National Park Boat Tours  
Flamingo & Gulf Coast  
239-695-3101 – Flamingo General number  
305-336-9163 - Frank Hayes Flamingo Manager  
239 695-2591 – Gulf Coast General Number  
239-261-7931 – Safety Officer Joey Hamilton  
239-272-8111 or 239-588-0385 – GM Sammy Hamilton

Shark Valley Tram Tours 305-221-8455 Bob Nodell, manager

Sunny Days Fast Cat 305-292-3029 Cathy Eymann, manager

Yankee Freedom 305-294-8989 office  
305-766-4137 Terry Strickland mobile

### **South Florida Parks**

Big Cypress National Preserve. Office: 239-695-2000

Biscayne National Park Gary Bremen Office 305-230-4411 X 3084

Dry Tortugas National Park  
305-293-0152  
Satellite Phone Call Ever dispatch. 850-916-5649

M.V. Ft. Jefferson 305-395-0211 mobile  
305-292-8798 landline

Cape Canaveral National Seashore

Eric Lugo, Chief Ranger Office	407-267-1110
Florida Panther Refuge	941-657-7637
SERO Emergency Services Coordinator, Jeff Brice	678-320-3004 404-909-1197 Cell
WASO Emergency Level I Incident Contact Shenandoah N.P. Dispatch	540-999-3422 800-732-0911
Ranger Activities	202-208-4874
<b>Dade County</b>	
Dade County Office of Emergency Services	
Miami Dade Fire Department Southern Area Command	
Division 3, Station 34 Command Post	
Cutler Ridge Government Center	
I.C. Operations Section Chief: Station 34	305-253-3765 305-255-7922 305-253-4510 Fax
<b>Miccosukee Police Department</b>	
	305-223-1600 305-332-7931 Cell Phone
<b>Monroe County Emergency Management</b>	
	305-289-6065/6018 305-289-6013 Fax.
<b>Collier County</b>	
Director of Emergency Management	239-774-8444
<b>South Florida Water Management District</b>	
Homestead Office	305-248-1422
Miami Office	305-592-5680
Emergency Operations Center	305-687-6218

# Checklist for Computer Users (Updated: 5-21-2012)

## Individual Responsibilities

Upon implementation of the EVER/DRTO Hurricane Plan, all employees with computer access should:

### I. Ensure You Have a Backup

1. Do not wait until the day before a hurricane to backup your files! Backup all your data files at least once per month to prevent loss of data.
2. **Backup all important data files to your Home** directory. Backup only important (cannot work without files should be on the file server and not on your computer hard drive.) Personal files should be written to a DVD-R or a CD-R.
3. Take ownership of your personal files and take them home.
4. Disconnect all electrical equipment from the power source and set on your desk.
5. Document what computer equipment you have (i.e., one Dell desktop and monitor, keyboard, mouse, printer, etc...)
6. The Park is not responsible for the loss of personal property, including personal data files.
7. **DO NOT ATTEMPT TO BACKUP THE WINDOWS OPERATING SYSTEM FILES OR PROGRAM FILES.** If a computer needs to be recovered because of damage caused by disk failure or hardware failure, the Windows operating system files and the standard enterprise wide program files such as Microsoft Office, Lotus Notes, and Symantec antivirus software, will be installed when the computer is re-imaged by an IT person.
8. You should not be holding original installation CD/diskettes to non-enterprise wide software purchased through your department. Consider making a copy of it, turn in the original to an IT person as soon as possible. The Information Systems/IT branch will keep all Original Equipment Manufactured (OEM) CD's of unique departmental software. Examples of unique software purchases are MatLab, Trimble, SPSS, Oracle, Docushare, Adobe Professional, ESRI, etc...
9. Store your backups in the safest place possible. Put backup disks/tapes in waterproof bags/containers and store in a safe location on or off site. Again, take personal data files home. All other work files must be stored on the file server. These operational data files are consistently being backed up and tested for data integrity.

### II. Secure Your Equipment

1. Turn off all power to all equipment. It is critical to unplug all devices that carry electricity.
2. Turn off battery backup units and unplug all power cords from the wall to all devices (CPU's, monitors, terminals, printers, modems, fax/modems, etc.). Also unplug the other end of the cords connected to the PC or Cisco phones
3. Disconnect all analog fax phone lines that are attached to the communication devices (modems, fax/modems, etc.) leave the other end connected to the wall. Unplug the network cable from the back of the PC, and leave the other end connected to the network jack on the wall.
4. Place all equipment on the desk or table close together and cover with plastic. There should be plenty of plastic and tape available. Remember, the purpose of this is to keep the computer equipment watertight. The following equipment should be wrapped: CPU (Computer), Monitor, Speakers, External drives, Printer, and Scanner, etc...

5. If necessary, move the equipment to a safe location. For example, if the equipment is near a window, it should be moved AWAY from it.

### **III. Network Services**

The Information Systems Branch will keep all mission critical systems in service as long as possible. However, certain components will need to be brought off-line and/or shutdown before the storm hits. This is necessary to ensure that equipment and components are safe from the effects of the storm.

#### **Post-Storm**

The Information Systems Branch will work as quickly as the circumstances permit to restore network connectivity and services throughout the park. You may set your PC and monitor backup once the “all clear” has been sounded. Only the computer and monitor are plugged into the backup side of the UPS, the rest of the power cords should be plugged into the power surge side. If needed you may contact your IT person for assistance with this. Beyond that, expect power surges, brownouts, and fluctuations for at least several days or longer after power has been restored.

**All the Information Technology Specialists have been trained to cover all locations where needed.**

**Allan Morrison**, Chief, Information Systems – (305)989-4962 – All areas

**Elizabeth Ross**, Information Technology Supervisor, (305)562-7427 – IT Supervisor

**Robert Torres**, Information Technology Specialist, (305)224-4224 - UNIX Administrator –all areas

**Timothy Moore**, Telecommunications Specialist – (305)338-4172 - All areas

**Miles Anderson** - Database Administration – (305) 562-7045 - All areas

**Luis Pacheco**, Information Technology Specialist – (305)562-3785 – All areas

**John Lara**, Information Technology Specialist – (305)224-4225 - All areas

**Carlos Mateo**, Information Technology Specialist – (305)431-2909 - All areas

**Please use this checklist as a guideline to prepare your site or office space(s).**

# HURRICANE DAMAGE PREVENTION PLAN CHECKLIST for Computers

*Degree of precautions will depend on the direction and category of storm.*

Areas to Secure	Items of Concern	Preventative Measures to Take For This Area (Depending on severity/category of storm)	Procedures Used to Take These Precautions	Items to Purchase For Prevention & Security	Persons Responsible For Designated Areas	Specific Instructions or Comments
All office spaces where there are PC's, Printers, Monitors, UPS's, phones, FAXes, switches, routers, etc..	-Equipment  -Windows  -Computer systems	-Unplug & move equipment away from windows -Protect/cover equipment		Plastic bags/tape to cover equipment	Individual users of PC's and office spaces	Prepare to have enough plastic, tape, and DVD-R's on hand -PC's and equipment will remain in the office spaces.
All common spaces where there are PC's and electric equipment.  Conference Rooms, Copier rooms, and common areas  The Superintendent, Deputy, SFNRC Director, and Deputy will be secured by an IT person.	-Computers -Printers -Copiers -Fax -Windows -Equipment -TVs and VCRs -Files -Disks  -Maintenance contracts -Inventory lists -Security Identification like Photos., etc.) -Any personal items -Media cart -Digital cameras -Scanners -Video cameras -AV equipment	-Unplug & move all equipment away from windows -Sandbag exterior doorways -Cover all electrical equip., desks, filing cabinets with plastic covering & tape securely -Unplug all electrical equip. -Store contracts DI-1's, inventory lists, in water-tight containers and place in cabinet. Cover cabinets with plastic covering if possible. -Any valuable personal items should be removed from the premises -Place all floor level equipment on top desks or tables to prevent damage from flooding. -Secure all hard copy files & cabinets.	-Copy all important files onto disks; store in water-tight containers. (Make an extra disk copy of any extremely valuable file and store in off-site location). -Re: Database and files - After each revision to data base immediately print a new copy. Hold one copy at park location and one copy at an off-site location. -Maintain this list and its supporting documents on file as a paper trail for a period of one year. -Update all computer & equipment inventory lists (include serial #)  - Remove pictures from walls & place personal items in boxes. Remove personal belongings from premises.	-Plastic bags & tape to cover equipment -Extra disks -Sealable plastic bags	Computer Equipment: IT personnel will assist when available to do so.  They will be securing servers, databases, switches, routers, and satellite dishes.  All data backups will be in full data backup mode. Tapes will be stored off-site.	-Store all important files, documents, disks, & contracts in plastic sealable bags. -Maintain copies of important documents and disks at locations off site. -Prior to leaving park for shelter, all personnel should print two weeks of Lotus Notes calendar since system will be taken down & may not be available for period of time following storm  Keep personnel master phone list in case of emergencies
Human Performance	-Equipment -Computers -Files -Disks	-Same precautions as office spaces		Large pieces of plastic and masking tape.	Self or assigned teams	See hurricane plan and assigned team responsibilities

## Employee Responsibilities

Depending upon the severity and path of the storm, communications with the park may be difficult.

### General Hurricane Season

- Update your Emergency Contact Information with your timekeeper and Employee Express.
- Be aware of changes to your information and update as needed throughout the season.
- Begin your own preparations at your work location and at home, so you have less to do when a storm arises.
- Read the Hurricane Plan.
- Know your role in the Hurricane Incident Management Team.

### Preliminary & Advanced Hurricane Preparation

- Once notified to do so, report to your incident supervisor and follow their directions.
- Notify your regular-work and your incident supervisor of your plans during the storm.
- Also notify supervisors of any special needs, family considerations, etc.

### Post-Hurricane

1. If you have access to a working telephone, **PLEASE, contact the park using the**  
**Employee Hurricane Hotline 305-242-7719**  
**Alternate number 305-224-4280**

- The hotline will have a recording asking for your information, informing you of the park's status, and providing information about post-storm activities and returning to work. Please leave your information and needs in a message after the recording.
- The park and Incident Team need to:
  - 1) assess the well-being of you and your family
  - 2) provide emergency relief to you and your family if needed
  - 3) find out when you may be able to return to work
  - 4) obtain work-related information from you
- You may also be called by a park employee to verify your status.
- **If you cannot get through to the Employee Hurricane Hotline, please call:**  
**Shenandoah National Park 1-888-246-4335**

2. Follow the directions on the Employee Hurricane Hotline about returning to work.

### Other options if you cannot contact the park by telephone:

- If you have access to a park radio, call Park Dispatch (784) on either your area repeater or local channel. Be aware that repeaters may be out of service after the storm and local transmissions may be necessary.
- Report in person to Park HQ (or normal duty station for remote areas).
- Listen for "official bulletins" regarding South Florida National Park Service employees on AM radio stations. These official bulletins may provide special emergency phone numbers.

**Other important numbers: Park Dispatch 305-242-7740**

# Appendices

<b>Appendix A</b> .....	Personnel Policy
<b>Appendix B</b> .....	Delegation of Authority Letter
<b>Appendix C</b> .....	Transition Plan
<b>Appendix D</b> .....	Resource Planning Grid
<b>Appendix E</b> .....	Employee Emergency Contact Information Form
<b>Appendix F</b> .....	Guidance for H1N1 virus
<b>Appendix G</b> .....	Personal Property Storage Request Memo

## Appendix A Personnel Policy and Information

Because of the potential threat to the park resources during hurricane watches and warnings, a personnel policy is included in this plan to define the responsibilities and expectations of our employees. Management has a responsibility to take all necessary measures to protect and/or minimize the damage to the resources in the park. Therefore, employees are expected to report to duty on workdays or when called back for overtime unless leave (annual or leave without pay) has been requested prior to the absence and granted by the employee's supervisor. Supervisors will liberally grant leave at the 72-hour mark unless individual skills are needed to minimize the impact upon the resources. If employees are needed to assist with implementing this plan, leave and training maybe canceled. If training is canceled, supervisors will notify the employee. The employee will be responsible for contacting the necessary personnel so the training and related travel arrangements can be cancelled.

At the 24-hour mark or anytime thereafter, the Superintendent (or Incident Commander in his stead) may release employees on administrative leave in order to attend to personal and/or community hurricane preparations. This administrative leave policy extends during the time that the hurricane hits and the immediate aftermath. However, nothing in this policy implies or otherwise grants administrative leave to employees without specific authorization by the Superintendent or his designee. Those employees who have been granted leave will remain in a leave status until such time as the Superintendent determines, if he does so, that the leave should be converted to administrative leave due to disastrous conditions or other special circumstances, or until the employee returns to work.

Presidential or other higher-level directives may supersede this policy for leave.

Overtime will be paid to employees who are called back to work by their supervisors (or under the Incident Command System) either before, during, or after a hurricane when such work is outside their regular tour of duty. Local hires (AD's) may be hired to assist with the preparation or cleanup efforts when the Everglades' staff is insufficient to perform the necessary functions to protect, secure, clean up, or stabilize the resources. Paid employees of Everglades National Park or other Federal employees called out under the Incident Command System will be utilized first before any AD's are hired. AD's are only to supplement employees already in the workforce.

During the monthly branch meetings, branch leaders are to inquire as to individual intents to remain in the area, how much time is needed to prepare personal residences, etc. should a hurricane watch/warning be issued. This information is to assist the branch leaders in assessing personnel resources, which may be available during the preparation and aftermath phases.

## **Appendix B      Delegation of Authority**

Memo from Superintendent to Incident Commander giving authority to make specific decisions about park resources and personnel with respect to the hurricane incident. The memo here is an example that has been used in the past for hurricane incidents. This memo can be tailored to the specific needs of the park, the incident command team, and/or the park superintendent.

DRAFT



**United States Department of the Interior  
NATIONAL PARK SERVICE**



Everglades and Dry Tortugas National Parks  
40001 State Road 9336  
Homestead, FL 33034

In Reply Refer to:

A7627

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

To: \_\_\_\_\_, Incident Commander, Everglades and Dry Tortugas National Parks  
Hurricane Incident Management Team

From: \_\_\_\_\_, Superintendent, Everglades and Dry Tortugas National Parks

Subject: Delegation of Authority, Everglades and Dry Tortugas National Parks Hurricane  
Incident Management Team

On (date) at (time) hours, (storm name), predicted to become a hurricane, is threatening to strike South Florida. In accordance with the Everglades and Dry Tortugas National Parks Hurricane Plan, I am delegating authority to you to carry out that Plan.

As Incident Commander, you are hereby delegated full responsibility and authority for the management of hurricane preparations as outlined in the approved Everglades and Dry Tortugas National Parks Hurricane Management Plan. To that end I authorize and direct you to do the following:

Conduct the operations outlined in the Hurricane Plan for all Operational Periods.

- Close all or parts of the parks as needed to provide visitor safety and resource protection.
- In accordance with the approved hurricane plan, you may authorize overtime and premium pay. Work periods for employees should not exceed 12 hours and should be scheduled during daylight hours as much as possible.
- Maintain employee timekeeping and document employee claims that arise from this incident.
- Provide for the safety and well-being of employees involved in preparation work by providing food and beverages as deemed appropriate for the operational period.
- Hire casual employees (AD's) when deemed necessary and beneficial to the interests of the Government and assure they are compensated in accordance with agency policy for the types of work they perform.
- Utilize government-owned property throughout the park for the purposes of this operation, and make determinations based on the approved hurricane plan as to where vehicles, equipment and supplies may be cached or stored for their immediate use during and after the storm.
- Establish a system of accountability for such property and maintain that accountability until relieved of the responsibilities of this delegation.

- Over and above personnel costs you may expend funds of up to \$3000.00 without further approval. Any expenditure above that level will require my permission.
- Handle all hurricane-related dealings with the press, including authorizing media releases. Establish guidelines for media visits within the park.
- Assume the responsibility as liaison with all Park Concessionaires, assuring that all concession operations are implementing their hurricane plans, closing facilities and completing evacuation procedures as identified.
- Notify Mark Ruggiero, NPS Emergency Management, SERO, and advise the Superintendents (or their designates) at Biscayne National Park and Big Cypress National Preserve of hurricane actions taken.
- Coordinate hurricane preparedness activities with Biscayne National Park, Big Cypress National Preserve, the Miccosukee Tribe, and Miami-Dade, Monroe and Collier Counties to assure that most effective utilization of resources is accomplished.
- Contact the MV Fort Jefferson and determine actions planned by the captain to assure the safety of the vessel and crew. Establish status check in procedures for the duration of the incident.
- Prepare a release plan identifying when resources may be released from the incident.
- Monitor meteorological information and announcements from the National Weather Service, National Hurricane Center and other State and Local public management agencies and use this information in planning and strategy to determine the continuation of actions identified in the Plan.
- Prior to onset of the storm, prepare and distribute an Incident Action Plan for the immediate aftermath of the storm. It will be based on the current information of expected landfall, severity, duration and other special characteristics of the storm utilizing any locally available resources. The plan must provide for the safety and well being of Park employees and protection of government property and resources.

As Superintendent, I will:

- Retain the authority to approve leave as documented in the Hurricane Plan Personnel Policy.
- Approve the ordering of resources from outside of Everglades and Dry Tortugas National Parks.
- Approve the ordering of any overhead management team from outside of Everglades and Dry Tortugas National Parks.

\_\_\_\_\_, Deputy Superintendent, will work with the overhead team as my representative when I am unavailable.

This delegation becomes effective immediately and continues until you are relieved of your responsibility by myself or by the designation of another Incident Commander. The time and date that you relinquish this authority are to be documented in a memorandum to me.

\_\_\_\_\_  
 Superintendent  
 Everglades and Dry Tortugas  
 National Parks

\_\_\_\_\_  
 Incident Commander

\_\_\_\_\_  
 Date/Time

## Appendix C

### Example **Transition Plan for Hurricane \_\_\_\_\_** **(Date)**

Hurricane \_\_\_\_\_ has continued to take a \_\_\_\_\_ track and is no longer considered a threat to Everglades National Park. As a result, effective \_\_\_\_\_ hours on \_\_\_\_\_ the Park Hurricane Management Team will transition management responsibilities to the Park Superintendent and the Park Management Team. In an effort to minimize the impacts of this transition on Park operations, the following plan was developed.

#### **The Incident Management Team Responsibilities:**

- Prepare a case incident report and turn all documentation over to the Chief Rangers Office.
- Ensure that all property has been returned to the responsible property managers and property receipts are included in documentation.
- Place all surplus supplies in the Pine Island Hurricane Cache.
- The Incident Information Officer will send notification of transition to the S.E.F.A. and other South Florida Parks.
- The Incident Commander will notify SER Fire Management Officer of the transition.
- The Incident Commander will prepare a termination of the Delegation of Authority for the Superintendent's and IC's signatures.
- The Incident Information Officer will draft a memorandum from the Superintendent thanking employees for their outstanding performance during Hurricane \_\_\_\_\_.
- The Logistics Section will prepare DI-1's to replace items used during the incident

#### **Park Management Responsibilities:**

- Schedule an Incident Review
- Research Division will remove all boats from the Missile Base during normal park operations.
- Park General will unshutter 12 residences and the Reef Comber, as needed; secure boat tie downs from the Missile Base; fix, repair, replace broken shutters on Park Facilities during normal park operations.
- The Budget Office will complete the finance responsibilities for the incident in conjunction with Division Timekeepers including time and attendance reports and outstanding procurement items.
- Supply will track unfilled replacement orders and Ensure that they are turned over to Logistics when received.
- Personnel will be responsible for insuring that OWCP requirements are completed for incident related injury.
- All employees, except the members of the IMT, will return to normal tour of duty and supervision as of start of business on \_\_\_\_\_. Members of the IMT will return to normal duty as of \_\_\_\_\_ hours.

## Appendix D

### RESOURCE ORDER PLANNING GRID

On the following page is a resource order planning grid designed to assist in planning for ordering of resources. During Final Hurricane Preparation Period, the IMT should review this to begin the process of ordering resources to arrive immediately after the storm. With current fiscal management systems within the Service, where there is no emergency fund to allow deployment of disaster resources prior to an impending disaster, the actual ordering of these resources must be closely coordinated with the Superintendent and Southeast Field Office. To do otherwise will create a financial liability to the effected park area.

The horizontal axis of the grid represents the expected force level of the storm (Category 1-5) and the expected proximity of landfall to areas of Everglades National Park (direct hit vs. close hit). For these purposes, a direct hit means that the major forces of the storm were directed upon one or more major park facilities or areas. A close hit assumes that major park facilities or areas were affected by the storm, but were spared the major brunt. If the storm had no direct impacts upon any areas of the park, it would be classed as a "miss", and misses are not factored on this chart.

The chart is based on the assumption that if either a Type I or II All Risk Management Team is ordered, they will undoubtedly order other ICS Unit Leaders/Units/Teams or other resources they deem necessary to manage the incident. If the incident remains managed a park IMT, they will need to order single resources that would be needed to manage the situation at hand.

#### Resource Order Planning Grid

Category of storm Proximity	1 DIR	1 CLOSE	2 DIR	2 CLOSE	3 DIR	3 CLOSE	4/5 DIR	4/5 CLOSE
<b>Resource Type</b>								
All Risk Team T1	N	N	N	N	Y	N	Y	N
All Risk Team T2	N	N	Y	N	N	Y	N	Y
Single ARM Res.	?	?	N	Y	N	N	N	N
<b>Operations</b>								
Security(SET team)	?	N	Y	N	Y	Y	Y	Y
Crew TYPE I	N	N	?	N	Y	Y	Y	Y
Maint Strike Team	?	N	Y	N	Y	Y	Y	Y
Air Operations	Y	N	Y	Y	Y	Y	Y	Y
Staging Area Manager	N	N	Y	N	Y	Y	Y	Y
C.I.S.D. Team	Y	N	Y	N	Y	Y	Y	Y





## Appendix E

### Emergency Notification Information (Revised as of June 2008)

This form is used for emergency informational purposes only. The information will not be distributed except in emergency circumstances and then only to those who need the information. This information would be used to help find and assist you and your family in an emergency event. Furnishing this information is voluntary; however, failure to do so may result in not receiving assistance when needed. Please complete the form and if you are checking in as a new employee you may return it with the rest of your sign-in paperwork to the Human Resources Office (who in turn will forward it on the Dispatch) – otherwise – return the form to the Park's Dispatch Office. Please remember to update as information changes.

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

Name (Last, First, MI): \_\_\_\_\_

Home Telephone #: \_\_\_\_\_

Pager #: \_\_\_\_\_

Cellular Phone #: \_\_\_\_\_

Division in which Employed: (check one)

- |  |   |
|--|---|
| <input type="checkbox"/> Office of the Superintendent      | <input type="checkbox"/> Maintenance                            |
| <input type="checkbox"/> Administration                    | <input type="checkbox"/> South Florida Natural Resources Center |
| <input type="checkbox"/> Interpretation & Visitor Services | <input type="checkbox"/> Dry Tortugas National Park             |
| <input type="checkbox"/> Resource & Visitor Protection     | <input type="checkbox"/> Everglades Association                 |
| <input type="checkbox"/> Fire Operations                   | <input type="checkbox"/> Concessions                            |
| <input type="checkbox"/> Research                          |   |

Supervisor: \_\_\_\_\_

Current Local Residence:

#/Street: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Mailing Address: (if different from residence)

Street/PO Box: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Directions to your home from the nearest major intersection (be brief, but specific):

\_\_\_\_\_

GPS Coordinates of Home (if unknown, can acquire at GOOGLE Earth)

Latitude: \_\_\_\_° \_\_\_\_' \_\_\_\_"

Longitude: \_\_\_\_° \_\_\_\_' \_\_\_\_" (degrees, min., sec.)

OR

Latitude: \_\_\_° \_\_\_'

Longitude: \_\_\_° \_\_\_' (degrees, decimal min.)

Type of Home: (check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Townhouse             |
| <input type="checkbox"/> Trailer       | <input type="checkbox"/> Apartment             |
| <input type="checkbox"/> Condo         | <input type="checkbox"/> Other (specify) _____ |

Number of Adults in home: \_\_\_  
Number of Dependents in home: \_\_\_

Do you want your home, pager, or cellular phone # given out to....? (check one)

- Park employees only
- Anyone who calls
- Do NOT give out

Your Title: \_\_\_\_\_

Duty Station: (check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Dan Beard Center       | <input type="checkbox"/> Krome Center                  |
| <input type="checkbox"/> Dry Tortugas NP        | <input type="checkbox"/> Loop Road                     |
| <input type="checkbox"/> East Everglades        | <input type="checkbox"/> M/V Fort Jefferson (Key West) |
| <input type="checkbox"/> Entrance Station       | <input type="checkbox"/> Pine Island                   |
| <input type="checkbox"/> Everglades Association | <input type="checkbox"/> Robertson Building/Fire Cache |
| <input type="checkbox"/> Flamingo               | <input type="checkbox"/> Royal Palm                    |
| <input type="checkbox"/> Gulf Coast             | <input type="checkbox"/> Shark Valley                  |
| <input type="checkbox"/> Headquarters           | <input type="checkbox"/> Supply                        |
| <input type="checkbox"/> Key Largo              | <input type="checkbox"/> Tamiami                       |
| <input type="checkbox"/> Key West               | <input type="checkbox"/> West Palm Beach               |

Office Telephone # \_\_\_\_\_

Employment Status: (check one)

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Term     |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Seasonal |
| <input type="checkbox"/> Volunteer |                                   |

Physician's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Special information or needs (medical conditions, prescriptions, care provider for sick/elderly, etc.):

\_\_\_\_\_

Local Emergency Contact (first, last name): \_\_\_\_\_  
Home Telephone #: \_\_\_\_\_  
Work/Other Phone #: \_\_\_\_\_

Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_  
#/Street: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

NON-Local Emergency Contact (first, last name): \_\_\_\_\_

Home Telephone #: \_\_\_\_\_  
Work/Other Phone #: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_  
#/Street: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

Special Skills: (Please list any special skills you might have such as carpentry experience, EMT, electrician, etc.)

\_\_\_\_\_

DRAFT

