

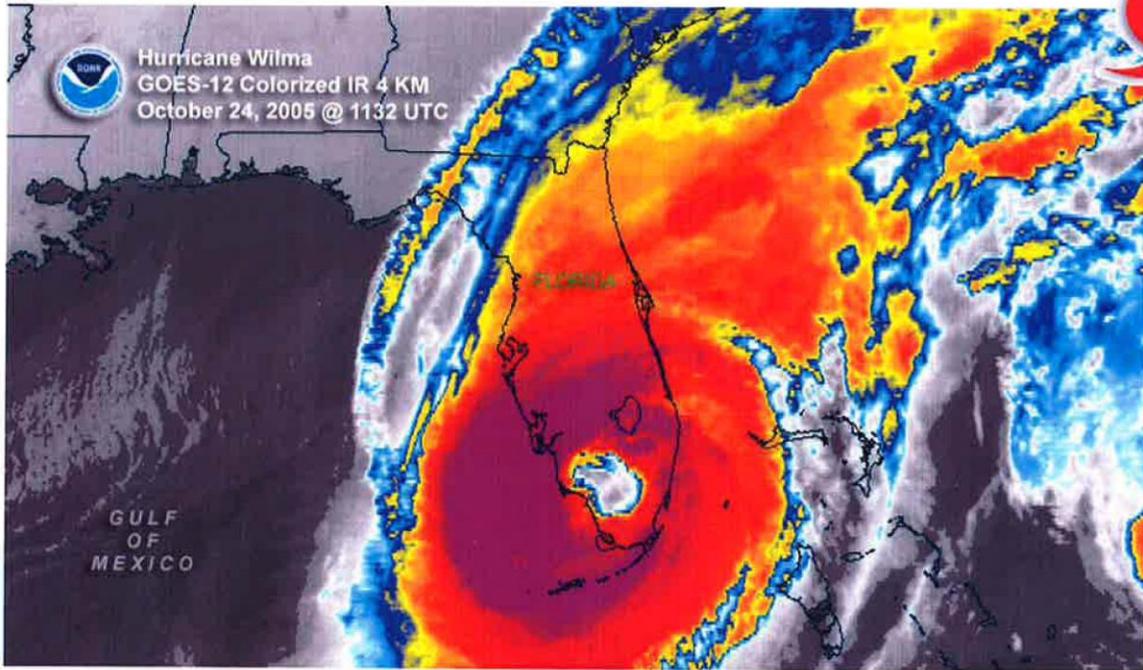
Everglades & Dry Tortugas

National Park Service
U.S. Department of the Interior

Everglades National Park
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Hurricane Plan Version 2014



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**Everglades and Dry Tortugas National Parks
Hurricane Plan – 2014 version**

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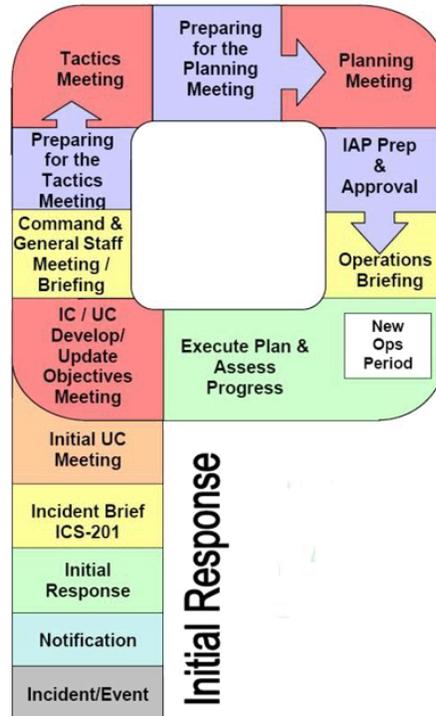
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EXECUTIVE SUMMARY

The Hurricane Plan for Everglades and Dry Tortugas National Parks guides park staff in preparing for severe weather impacts to park resources or threaten the safety of staff and visitors. This plan goes into effect during the annual hurricane season (June 1-November 30). It is a dynamic document that is updated annually. This plan has been implemented 25 times since August of 1992, when Category 5 Hurricane Andrew left its mark on south Florida.

Plan Objectives

- Provide for the safety of all park staff and visitors in preparing for a Hurricane.
- Create a means for the Superintendent to determine acceptable levels of risk to government facilities/property for any given hurricane situation.
- Provide a safe, practical guide for management of hurricane preparations by the staff of Everglades and Dry Tortugas National Parks.
- Assure accountability for preparation and general hurricane season actions.
- Identify the steps and methodology used to trigger plan implementation and ensure each step is consistent with other objectives.
- Provide a schedule of progressive preparation actions that allows the release of most park staff to attend to their personal storm preparations 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.



Plan Overview

The parks' highest priority is to provide for the safety of all individuals involved in park operations and park visitors, followed by the securing over 200 buildings, and government-owned equipment spread over 1.5 million acres (approx. 2400 square miles). The plan provides the parks' Hurricane Team a blueprint for progressive preparations to be done in a manner that weighs the risks and needs of people and property during each operational period.

This plan is designed using the Incident Command System (ICS). Once a threat is identified and a need for action determined the Park Superintendent delegates specific authority to an Incident Commander (IC) and his/her staff to prepare for and manage an incident in a manner consistent with overall agency goals. Hurricane preparation is the responsibility of all park staff and cooperators who must maintain readiness throughout the year.

This document serves as a guideline for park operations during 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:

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

**For detailed information, see Operational Period Descriptions (pg. 10)*

June 1 of each year the Superintendent will sign a delegation of authority with the IC making the IC and

all park employees accountable for preparing the park for a hurricane throughout hurricane season. The plan includes a critical list of tasks that must be accomplished 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.

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, Northwest 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 recovery after a storm. Checklists of tasks to be completed for each operational period are included for each Branch as well as for some of the command staff. Each Branch Director and Division or Group Supervisor is encouraged to maintain these checklists and review/ revise them annually and throughout the season.

The plan provides information for Section Chiefs, Command Staff, and Branch Directors as well as all park employees. Information such as the parks' leave policy and housing plans were included to provide individuals in both parks with information that may answer questions before an event takes place. This may diminish fears and make the preparation for hurricanes less stressful. Other information such as the Missile Base Plan, Ground Support Plan, Information Officer Plan, etc., was developed to provide direction for individuals who may be called upon to assist with areas unfamiliar to them.

Weather Prediction Methodology

The Plan goes into effect once the Superintendent has signed a delegation of authority by June 1 of each year. The Superintendent delegates authority only for the portions of the plan that are identified as occurring during the general hurricane season.

In the past, park preparations were based on a Hurricane Watch or Warnings issued by the National Weather Service . In 2001 the NHC began producing 120-hour predictions of storm track and intensity, giving a 5 day advance of their predictions. This is valuable information, but includes a great deal of predictive error.

This technology combined with the simple VECTOR SYSTEM is used to make the decision to implement the next preparation period of the Everglades and Dry Tortugas National Parks Hurricane Plan. Estimates of possible landfall of a hurricane or tropical storm that shows potential to develop to hurricane level is 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 is monitored by dispatch, the Plans Section, and the IC. When it appears that a hurricane/tropical storm is within 100 hours of striking South Florida, using the VECTOR

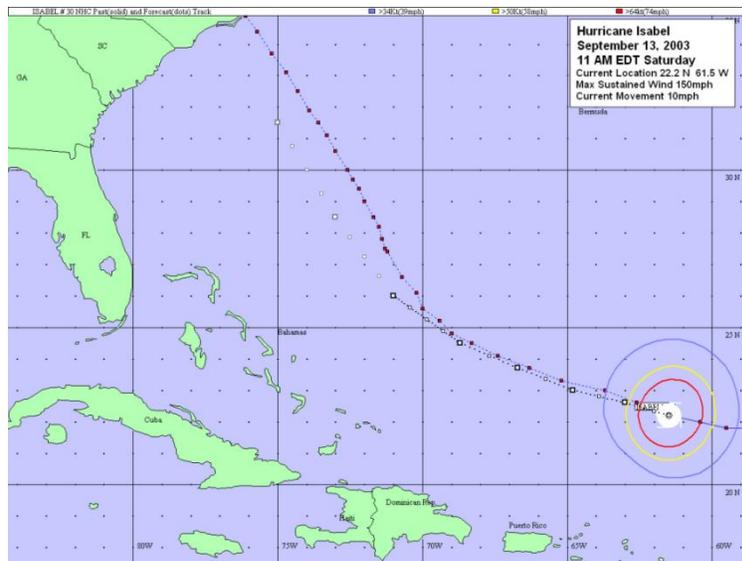
SYSTEM described below, the IC then notifies the Superintendent.

The Superintendent and the Incident Management Team (IMT) Command and General (C&G) Staff convene a Planning Meeting within 12 hours of the storm crossing the 100-hour threshold. The specific dates/hours of the next preparation period are determined at this meeting. The Superintendent provides any additional policy guidance at this time and signs a delegation of authority to the IC for the duration of the specific storm, or until change are deemed necessary.

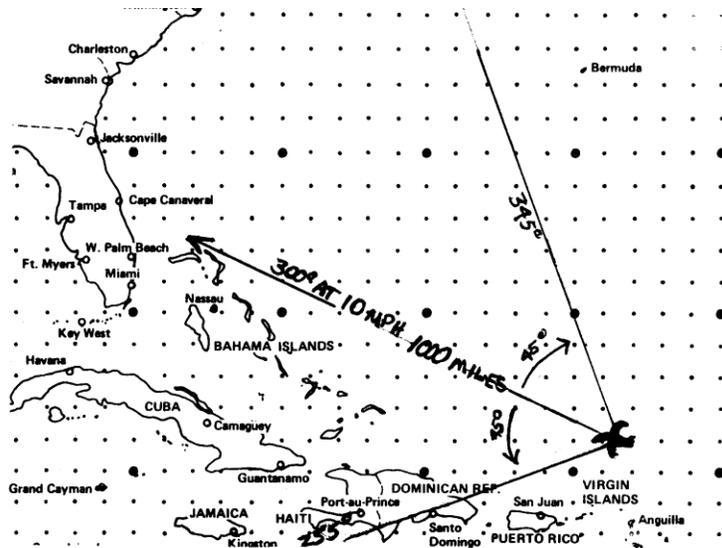
Vector System

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

- The time estimate is based on taking the current position of nearest tropical storm force winds divided by the forward and determining the expected hours to landfall. speed
- 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. side of within be



Below is a simple graphic of this system: In this example, the storm is located 1000 miles from the Parks, with major movement at 300 degrees at 10 mph. This would represent the storm being 100 hours from the Parks.



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

Plan Implementation

The implementation of this plan requires activities and a series of meetings and actions at specific times each year in order to facilitate successful implementation of the plan should a hurricane threaten landfall. This includes staffing the Hurricane Team, pre-cleanup actions, orienting staff to protocols, and acquiring appropriate supplies.

Once a storm is on the horizon, the key decision points are then based on a timeframe from when the storm is expected to make landfall. These key time periods and their objectives are listed below. Detailed operations guidelines and checklists are located for each of these time periods can be found in the body of the plan.

100 Hours Before Landfall

- 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.

In the rare situation that there is less than 100 hour notice before landfall, the plan must be modified and the Superintendent will have to identify the most important actions and what can be dropped off the plan with reduced planning time. In this case the safety of staff and visitors is the first priority followed by protection of property to the level that time allows.

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

- 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.

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

- 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 off-site IC (Ex. Establish a conference call schedule so that IMT members can hold meetings from remote locations).

24 hours before landfall through duration of storm - Final Hurricane Preparation Period

- 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.
- Pre-establish a time and method to reassemble the IMT for the Post-Hurricane Recovery Period.

Storm Duration

- During the storm safety of staff is the primary objective. Addressing any damage will come later.

Post-Hurricane Recovery Period - immediate Aftermath of a Storm

- 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

- 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.

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.

OPERATIONAL PERIOD DESCRIPTIONS

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 Superintendent and Command/General Staff to identify and resolve problems.

Meeting schedule commences:

April – mid-May

The PMT requests that the District Management Teams (DMT) 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 park-wide team (Incident Commander (IC), 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 park-wide 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 park-wide 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.
- 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.
- 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 Dispatch 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 Dispatch 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.

Operations Section Chief will direct expanded staffing of the Dispatch 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.
- Branch Directors will submit personnel resource assignments and needs for Preliminary Hurricane Prep to Operations Section Chief prior to or immediately after the afternoon Planning Meeting.

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 of 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 Operations Section chief will notify Branch Directors, who will begin contacting branch personnel, advising them of the current situation and of the time and location to report for work. Branch Director will be instructed to notify their 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 EVER/DRTO Emergency Hotlines with a recorded message of the same details.

Once employees have been notified, The Branch Directors will inform the Operations Section Chief accounting for each employee on their staff. The Operations Section will forward this information to Plans Section, Resource Unit Leader to identify available resources.

Prior to every afternoon Planning Meeting, each Branch Director will submit personnel resource assignments and needs for the next operational period to Operations Section Chief. This information will be forwarded to the Resource Unit Leader for resource tracking purposes.

Liaison Officer will notify the Southeast Region Emergency Coordinator (Shenendoah) 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.

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:

- Notify Operations Section Chief of any change in personnel assignments prior to morning Briefing.
- Submit personnel resource assignments and needs for the next operational period to Operations Section Chief before the afternoon planning meeting.
- Complete and transmit Unit Logs to Planning Section 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.
- Determine 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:

- Notify Operations Section Chief of any change personnel assignments prior to morning Briefing.
- Submit personnel resource assignments and needs for the next operational period to Operations Section Chief before the afternoon planning meeting. 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, Planning Section 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. A small group of essential personnel (mostly consisting of LE and dispatch staff) will remain on site in the HQ shelter during the storm. The Incident Commander will designate a representative within this group who will act as the on-site IC and 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.

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 IC.

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:

- Notify Operations Section Chief of any change personnel assignments prior to morning Briefing.
- If applicable, submit list of personnel that will staff “Damage Assessment Task Force” to Operations Section Chief.
- 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 park residents in 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 (IAP) 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.
- Establish staging areas to meet in the event that phone service is down following the storm.
- Time/phone number/attendees for next briefing via conference call 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.

The IMT will compile and order resources for mobilization immediately after the storm has passed 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, Critical Incident Stress Debriefing (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.

Command and General (C & G) Staff will be released during this operational period. During the Planning Meeting a conference call line will be established and C&G staff will be instructed to call in at a designated

time to assess weather conditions, receive report of conditions from on-site IC and determine a date/time for the 1st post-storm operational period.

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 up to a Category II Hurricane. 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. At a Category III Hurricane or higher, Dispatch will cease all operations and no staff will remain in the Park. Dispatch must be staffed immediately after a storm as soon as plausible with the expectation of receiving numerous telephone/radio calls from employees reporting their current status.

Command/General Staff: C&G staff call into conference line at a designated time to assess weather conditions and determine a date/time for the 1st post-storm operational period.

Post-Hurricane Recovery Period Immediate Aftermath of a Storm

The following are general guidelines for the Planning Section to use for this period.

Every storm situation will differ, and the plans for operations during any particular storm must be made 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 Southeast Region (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
- **Facility Management Software System (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 commercial lodging.
- Locate all park employees.
- Contact Southeast Regional Office (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. Gulf Coast Branch and Key Largo Branch employees will report to their respective Branch Directors as established upon release from the prior operational period.
- Submit initial personnel resource assignments and needs to Ops Chief ASAP. All subsequent personnel resource assignments and needs will be submitted to Ops Chief prior to afternoon Planning Meetings. 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 Planning 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, Planning Section 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.

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

2014 ORGANIZATION ASSIGNMENT LIST		Everglades Operation Branches	
1. Incident Name		Standing IMT3 Hurricane Team	
2. Date	6/30/2014	3. Time	12:00
4. Operational Period		Hurricane Season 2014	
Position	Name		
5. Incident Commander and Staff			
Incident Commander	Mike Jester		
Deputy IC	Rick Anderson		
Information Officer	Alice Clarke		
Deputy Information Officer	Larry Perez		
Liaison Officer	William Gordon		
Deputy Liaison Officer	Allyson Gantt		
Liaison Assist—DRTO	Nick Fuechsel		
Liaison Assist—Contractors	Mike Savage		
Safety Officer	Jack Weer		
NE Districts Field Safety	Tim Woody		
Gulf Coast Field Safety	Ryan Mayberry		
DRTO Field Safety	Adam Bass		
Resource Advisor	Jeff Kline / Damon Rondeau		
Engineering Advisor	Mike Savage		
6. Agency Representative			
NPS Agency Representative	Bob Krumenaker / Justin Unger		
7. Planning Section			
Chief	Aerin Land		
Deputy PSC	Samantha Towery		
Situation Unit	Caryl Alarcon		
Resource Unit	Melissa Taylor		
Documentation Unit	Sally Hendricks		
Technical Specialist – FMSS-post storm	Willie Synagogue		
Technical Specialist – IT	Carlos Mateo/Josue Urbaz		
8. Logistics Section			
Chief	Will Vazquez		
Deputy LSC	Rick Rivero		
Ground Support Unit—Post storm only			
Supply Unit	Taryn Manzini		
Medical Unit—EVER	Steve Mullet		
Communications Unit	Tim Moore/John Diamond		
9. Finance Section			
Chief	Heather Walker		
Deputy FSC (trainee)	Lesley Sytsma		
Time/Cost Unit	Julie Abreu		
Procurement Unit	Deryck Cruz		
10. Everglades Operations Section			
EVER Operations Section Chief	Collin Johnson / S. Beneway		
Dispatch	Jim Snyder		
Everglades Operation Branches			
a. Branch I—Gulf Coast			
Gulf Coast Branch Director	Tom landimarino/Ryan Mayberry		
Gulf Coast Maintenance Group	Ryan Mayberry		
Gulf Coast Visitor Services Group	Mike Herrin		
b. Branch II—NE Districts			
NE Branch Director	Cindy Morris		
Tamiami/SV/Loop Rd. Division	Scott Devore		
East Ever Division	Dale Pfau / Marc LeQuieu		
c. Branch III—Pine Island			
Pine Island Branch Director	Chris Corrigan / Pat Edwards		
Pine Island Visitor Services Division	Mirta Maltes/Al Mercado		
Entrance Station Group	Barbara Johnson		
RP/HL/LPK Group	Ryan Meyer		
Fire Division	Cory Dutton / Jordan Collier		
Helibase Group	Andrew Gill		
Headquarters Division	Sabrina Diaz / Ryan Meyer		
Shutter Group	Rudy Beotegui		
Office Group	Fred Herling		
Vehicle Group	Tenia Fleming		
d. Branch IV—Key Largo			
Key Largo Branch Director	Dan Kiger / Brandon Moore		
e. Branch V—Maintenance			
Maintenance Branch Director	Rich Ahern / Glenn Walker		
Task Force Coordinator – pre storm	Willie Synagogue		
Task Force 1—Utilities	Randy Borden		
Task Force 2—Special Equipment	Jeff Weinstock/John Hogan		
Task Force 3—Shutters	Ray Foster		
Task Force 4 – Missile Base/Tie-down	Curtis Powell		
f. Branch VI—Research			
Research Branch Director	PJ Walker/Hillary Cooley		
Trailing Task Force	Steve Tennis / Damon Rondeau		
DBC Office Task Force	Sonja Lederer		
DBC Outside Task Force	Jonathan Taylor		
Museum/Archives/Library	Nancy Russell		
Krome Division	Kim Gomez		
Response Team Coordinator	Jessica McHugh		
g. Branch VII—Flamingo			
Flamingo Branch Director	Tony Terry/Rob Neuman		
Flamingo Visitor Services Group	Steve Mullet		
Flamingo Maintenance Group	Mike Lewter		
11. Dry Tortugas Operations Section			
DRTO Operations Section Chief	Glenn Simpson/Dave Fuellner		
Dry Tortugas Group	Tree Gottshall / John Spade		
Key West Group	Kelly Clark		
Fort Jefferson Group	Tim Arter		
Medical Unit—Garden Key	Adam Bass		
Medical Unit – Poinciana	Wayne Mitchel		
Prepared by Aerin Land, Planning Section Chief			

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

The Safety Officer - (SO) function is to develop and recommend measures for assuring personnel safety, and to monitor and/or anticipate hazardous and unsafe situations.

General Responsibilities

- 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

Specific Responsibilities

- Identify safety and health hazards associated with the incident.

- Review JHA's/Risk Analysis for pre and post hurricane operations
- Continuously monitor workers for exposure to safety or health hazardous conditions.
- Alter, suspend, or terminate activities that may pose imminent safety or health danger to personnel.
- Take appropriate actions to mitigate or eliminate unsafe condition, operations or hazards.
- Perform assessment of work practices during hurricane prep and post hurricane recovery.
- Document both safe and unsafe acts, corrective actions taken on the scene, accidents or injuries, and ways to improve safety on future incidents.
- In the event of staff injury or illness, incident supervisors will ensure that OWCP protocols are followed.
- Participate in planning meetings.
- Review the Incident Action Plan (IAP) for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants, as needed.
- Review and approve the medical plan.
- Maintain Unit Log (ICS 214)
- Develop Incident Safety Message/Plan (ICS208)for each incident.

Resource Advisor

- Inform the IC/PSC of planning requirements and the need to direct resources during post storm impacts.
- Assist with and/or direct the assessment of archeological resources, hydro stations and storm impacts to natural resources.

Agency Representative

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. This role is particularly important when the incident is being managed by an outside agency and/or Incident Management Team.

- Obtain briefing from the LO or IC.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Attend briefings and planning meetings as required.
- Provide input on the use of agency resources unless resource Technical Specialists are assigned from the agency.
- Cooperate fully with the IC and the General Staff on agency involvement at the incident.
- Ensure the well-being of agency personnel assigned to the incident.
- Advise the LO of any special agency needs or requirements.
- Report to home agency dispatch or headquarters on a pre-arranged schedule.

- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- Have a debriefing session with the LO or IC before demobilization.

Engineering Advisor

- Technical specialist that provides expertise and advise related to structural and mechanical engineering activities during pre and post storm operations.

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
- DRTO Liaison Assistant will stage at the ICP and will act as the liaison between the IMT and Monroe County EOC. The DRTO assistant will also be able to assist the PIO with DRTO/Monroe County public information needs.

General Staff:

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:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fueling
- Food services (for responders)
- Medical Services (for responders)
- All off-incident resources
- Management of all incident logistics
- Logistical input to the Incident Commander in preparing the incident action Plan
- Providing briefings for Logistics Unit Leaders as needed
- Identifying anticipated and known incident service and support requirements
- Requesting additional resources, both internal and external, as needed
- Developing the Communication, Medical, and Traffic Plans, as required
- Oversight of 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 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

Dispatch

- Dispatch will operate during a **Category 1** Hurricane in their normal duty station at ENP HQ. Two dispatchers and one LE Ranger qualified as an EMT-Basic (at a minimum) will remain at HQ for the duration of the storm.
- In the event of a **Category 2** Hurricane, Dispatch will move their mobile radio unit to the reception area in the LE offices. This room is part of the original building (concrete roof) and has no exterior openings. Two dispatchers and one LE Ranger qualified as an EMT-Basic (at a minimum) will remain in HQ for the duration of the storm.
 - Footprints request will be submitted for a cable to the reception office to connect the mobile unit.
- In the event of a **Category 3 or higher** all dispatch operations would cease and no staff will remain in the park.
 - Liaison Officer will notify all other south Florida Parks about the full shut down of dispatch by the end of the Preliminary Hurricane Prep Operational Period (72-48 hrs BFL) in order to provide sufficient time for them to make other communications arrangements.
 - Commercial Lodging will be provided to qualifying dispatch personnel.

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: 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. For more detailed preparations for the visitor center/interpretation operations, see the Gulf Coast Visitor Center Check List (Gulf Coast internal document).

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. These individuals will meet as needed throughout the hurricane season to keep informed on new developments.
- 3) Ensure that non-essential equipment is secured upstairs in the maintenance office. Also see that the area is orderly and loose items are strapped or banded together. Branch meetings should address this.
- 4) Schedule a hurricane clean-up day.
- 5) Remove all maintenance equipment from the backcountry, ensure that all building materials being used in backcountry are tied down in the appropriate staging area.
- 6) Ensure that any equipment or PPE short-comings are identified and reported to Operations Section Chief for funding.
- 7) Ensure that all vessels have working trailers. Trailers must be checked for adequate bearings, tires, tire pressure, lights, and chains with shackles. Branch meetings should address this. Report all deficiencies to FMSS via work request.
- 8) 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.
- 9) Ensure that residents understand that at the time of an evacuation they are required to leave Everglades City and report to the designated shelter area. Ensure all staff residing in Government Housing have access to and are familiar with the Housing Evacuation Plan and Hurricane Shelter Checklist. All employees are responsible for providing their own food, water, personal supplies to last for 3 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.
- 10) Ensure that all staff have access to and are familiar with the Appendices A & H – Checklist for Computer Users and Employee Responsibilities.
- 11) Inspect and inventory all shutters and shutter related tools, submit general message resource orders to Operations Section Chief as needed.
- 12) Shutter all non-occupied housing units, with the exception of the front doors.

Preliminary Hurricane Preparation (72-48 hours before Landfall)

- 1) Branch Director participates during the Incident Command briefing/conference call. 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, Fairfield Inn and /or La Quinta (if

- resident has pets) for evacuation of staff.
- 3) During the 100 hr Planning Meeting, Branch Director will have submitted a resource order for special teams or additional personnel if needed.
 - 4) Advise personnel that they are responsible for providing their own food/ personal supplies during this operational period.
 - 5) Assess if there is a need for aircraft 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. Coordinate with Operations and other coastal branches during 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) Request TA for all LE rangers to stage “re-entry vehicles” at personal residences.
 - 8) Review all backcountry permits. **All individuals** on the backcountry permits must be accounted for.
 - 9) After the official notification of the backcountry closure, a patrol vessel will remain available for SAR and LE purposes.
 - 10) 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 (see Appendix H. Checklist for Computer Users).
 - 11) Staff will begin removing non-essential equipment, vehicles, vessels, and all trailers 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.
 - 12) Staff will complete shuttering of 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.
 - 13) Conduct a walk about and determine any problems. Report to Branch Director and remedy situation.
 - 14) Branch Director will submit personnel resource assignments and needs for Advance Hurricane Prep to Operations Section Chief prior to the afternoon Planning Meeting.
 - 15) 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) Branch Director participates during the Incident Command briefing/conference call. After the briefing, advise the Maintenance and Visitor Services Group Supervisors and the designated ENPBT representative.
- 2) Ensure backcountry is clear by the end of this operational period.

- 3) The evacuation of non-essential vehicles and vessels is completed during this Operational Period.
- 4) 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.**
- 5) The items in the Maintenance office and Ranger Station are packed and secured. Backups are made of computer operating systems.
- 6) The park may close during this Operational Period and the visitors will be asked to leave the Park.
- 7) 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.
- 8) Drive around the district. Report any problems that need immediate attention to the GC Branch Director.
- 9) With approval from the Branch Director and once primary tasks have been completed, non-essential employees will be released to complete personal hurricane preparations.
- 10) Branch Director will submit personnel resource assignments and needs for Final Hurricane Prep to Operations prior to the afternoon Planning Meeting.
- 11) 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 Director 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) Identify Post Hurricane Strike Team members and submit their names to Operations Section Chief prior to afternoon Planning Meeting.
- 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) All Staff call EVER/DRTO Emergency Hotline to receive park closure updates, leave a message reporting post-storm status and to request assistance, if needed. Report to designated work station as directed.
- 2) The Strike Team will drive to Everglades City together. The Strike Team is equipped with the 2 reentry vehicles that can be chain saw equipped and response trailer.
- 3) The Strike Team will identify any immediate life and safety hazards in the occupied areas of the District and will work with Collier County Sheriff's Office in responding to any incident.
- 4) The Strike Team will provide initial assessments of any damage in the District.
- 5) Resource orders are submitted for work crews as problems are encountered. Work crews are to be self-sufficient during this Operational Period.
- 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 1-2 boats from Ochopee for initial patrol.

- 7) As time permits, vehicles, vessels and mobile equipment will be brought back.
- 8) Submit personnel resource assignments and needs for the next operational period to Operations Section Chief prior to the afternoon Planning Meetings.
- 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.

Hurricane Breakdown

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

- 1) Removing 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.

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, Shark Valley Visitor's Center and East Everglades Operations Center (EEOC) 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 port-a-jons, etc.
 - Inventory and inspect all shutters, submit resource order to replace shutters as needed.
 - The Hernandez House is scheduled for demolition, it will remain shuttered indefinitely.
 - Shutter all unoccupied housing units in the Trail Center and Tamiami.
 - Inspect and clean-up Tamiami and EEOC 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.
 - Store non-essential airboats at the Loop Road Ranger Station in BICY. If not available, then plug the airboats and fill them with water. Ensure that these vessels are in good working order remain available for emergency response throughout the hurricane season.
 - Tie down spots are expected to be installed at the EEOC and available for airboat/trailer storage sometime during the 2014 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.

- Briefings will be held at Shark Valley Interpretive Office in the Tamiami Division, and East Everglades EEOC in the East Everglades Division. Park residents will be advised of hurricane evacuation plans. Primary and secondary post-storm reporting areas will be designated and all staff will be informed. Ensure communication plan is in place.
- Submit personnel resource assignments and needs for the next operational period to Operations Section Chief prior to the afternoon Planning Meetings.
- Completed Crew Time Reports and Unit Logs are faxed to Finance Section Chief and Documentation Unit Leader at the end of the Operational Period. Branch Director will maintain copies of all Crew Time Reports to have a backup 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.
- 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 EEOC 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.
- Travel Authorizations will be submitted for LE Rangers to stage emergency response vehicles at their homes. Fire Personnel will submit Travel Authorizations as needed to take home an emergency response vehicle loaded with emergency equipment, including a chain saw for post storm operations.

AREA SPECIFIC TASKS:

East Everglades Complex:

- Shutter all remaining windows and glass doors. Do NOT shutter front doors of occupied buildings at this time.
- Secure all outdoor equipment and out buildings.

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.

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 gliderport in East Everglades.

Loop Road Environmental Education Center:

- Shutter all buildings. Do NOT shutter front doors of any of the buildings at this time.
- Ensure port a jons are secured in place, or move to secure location as needed.

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.
- Briefings will be held at Shark Valley Interpretive Office in the Tamiami Division, and EEOC in the East Everglades Division. Each Division Supervisor will make assignments of personnel at this time. Park residents will be advised of hurricane evacuation plans.
- Ensure communication plan is in place.
- Submit personnel resource assignments and needs for the next operational period to Operations Section Chief prior to the afternoon Planning Meetings.
- Completed Crew Time Reports and Unit Logs are faxed to Finance Section Chief and Documentation Unit Leader at the end of the Operational Period. Branch Director will maintain copies of all Crew Time Reports to have a backup 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.
- By end of operational period, cover all 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.
- When the park closure order is given: 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.
- 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.
- Interp Vehicles stage at Shark Valley parking lot and Keys will be stored at the entrance station to Shark Valley.

AREA SPECIFIC TASKS:

East Everglades Complex:

- Ensure that all buildings are completely shuttered.
- Ensure that all outdoor equipment and out buildings are secure.
- Fire Personal will have TAS as needed to take home emergency response vehicle loaded with emergency equipment including a chain saw for post storm operations.
- One computer with internet access, and the fax machine should remain operational during this period.
- All other Fire vehicles stage at EEOC.

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.
- 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.

Loop Road Environmental Education Center:

- Ensure that all buildings are completely shuttered.
- Ensure that all outdoor equipment and out buildings are secure.
- Move all remaining government vehicles that will not be needed directly following the hurricane to Shark Valley parking lot AND LEAVE KEYS IN ENTRANCE STATION.

Trail Center Complex:

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

Final Hurricane Prep 24-0 hrs BLF

- 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.

- Notify Operations Section Chief at the beginning of the Operational Period if any there are any changes to personnel assignments for this operational period.
- Completed Crew Time Reports and Unit Logs are faxed to Finance Section Chief and Documentation Unit Leader at the end of the Operational Period. Branch Director will maintain copies of all Crew Time Reports to have a backup 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.
- Ensure communication plan is in place
- 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.
- The Final Inspection Strike Team will conduct a final sweep of Shark Valley, Tamiami, and Loop Road, EEOC 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

- Call the EMERGENCY Hotline, leave a message about your post storm status and, if able, report to designated work area.
- 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.
- Ensure communication plan is in place.
- 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, qualified staff on each team should carry EMS gear and a chainsaw kits.
- A list of all personnel working under the NE Branch will be emailed or faxed to the Operations Section Chief through the Branch Director at the beginning of the Operational Period.

- Consult Branch org chart and identify who will be staffing the following operational period, fax or email to the Operations Section Chief, along with any additional personnel or equipment needs before the afternoon planning meeting.
- Completed Crew Time Reports and Unit Logs are faxed to Finance Section Chief and Documentation Unit Leader through the Branch Director at the end of the Operational Period. Branch Director will maintain copies of all Crew Time Reports to have a backup 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.

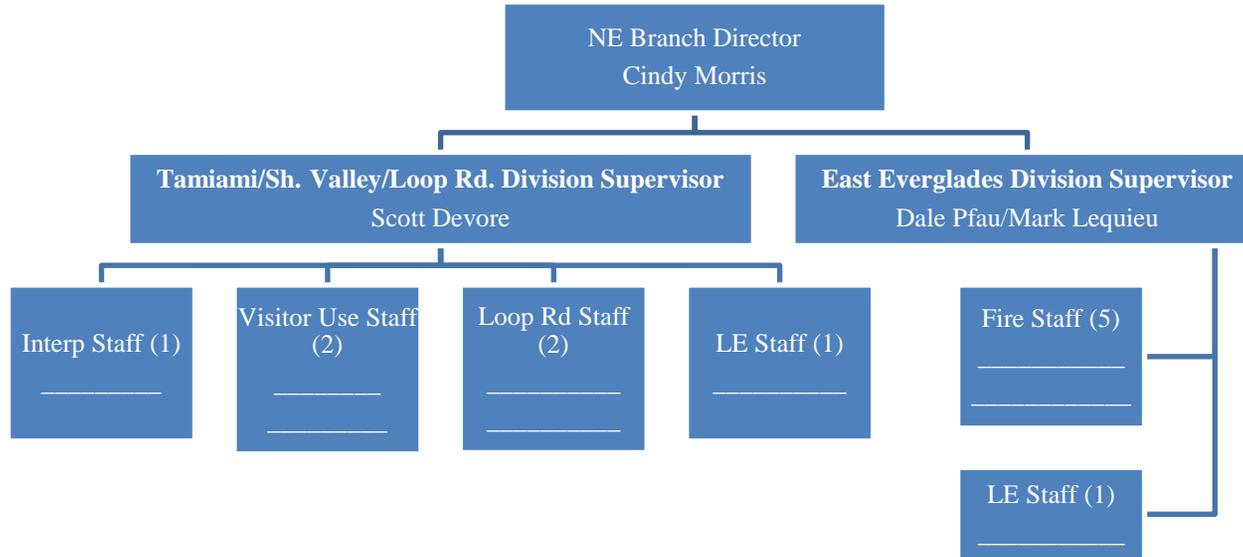
Hurricane Breakdown

- The goal of this Operational Period will be to return all facilities and equipment to normal operation.
- Branch Director will contact Division Supervisors 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.
- Consult Branch org chart and identify who will be staffing the following operational period, fax or email to the Operations Section Chief, along with any additional personnel or equipment needs.
- 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 backup 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.
- Ensure communication plan is in place.
- Shark Valley Entrance Station, Shark Valley Visitor Center, Shark Valley Interpretation

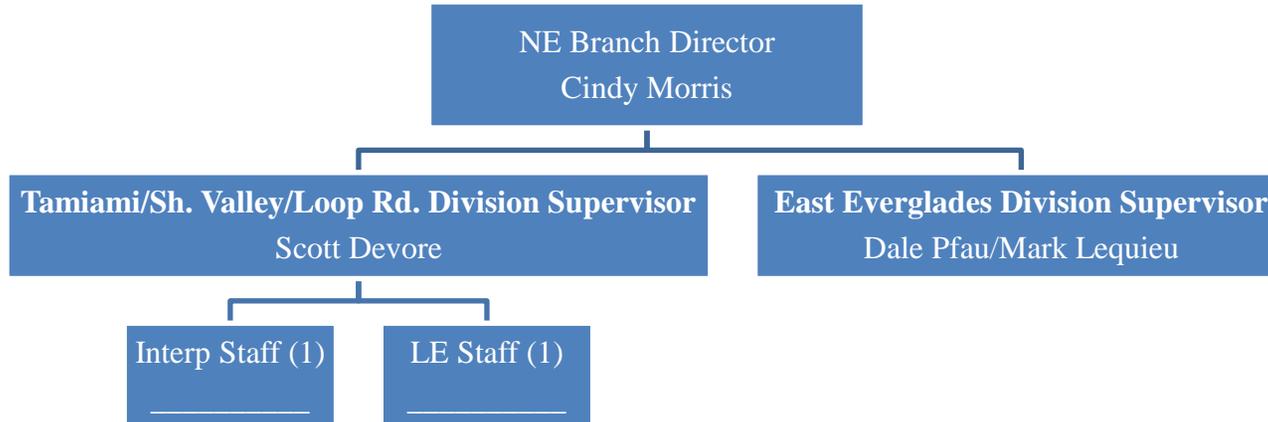
Office, Loop Road Environmental Education Center, Tamiami Ranger Station, and East EEOC should be returned to operational readiness condition.

- 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.

Figure XX. NE Branch Organization Chart and anticipated staffing needs (subject to change on an incident by incident basis).
Preliminary Hurricane Preparation Period (72 hrs BLF)



Advance Hurricane Preparation Period (48 hrs BLF)



Final Hurricane Preparation Period (24 hrs BFL) – All preparations should be complete and personnel released as authorized by the IMT.

Pine Island Branch Hurricane Checklists

General Hurricane Season

- Review and revise hurricane plan.
- Throughout the season, meet regularly with the Branch Director and Group Supervisors on general hurricane prep.
- Schedule a hurricane clean-up day.
- Ensure all staff have access to and are familiar with Appendices H – Checklist for Computer Users and Employee Responsibilities.
- Ensure all staff residing in Government Housing have access to and are familiar with the Housing Evacuation Plan and Hurricane Shelter Checklist. All employees are responsible for providing their own food, water, personal supplies to last for 3 days.
- Remove and/or secure all loose items from around buildings.
- Inspect and inventory all shutters, hurricane prep tools, and PPE. Submit Resource Orders to Operations Section Chief as needed.
- Ensure Maintenance has inspected trailers, gates, and barricades, submit work orders for inspections/repairs as needed.

FIRE DIVISION

- Ensure Fire Cache inventory is up to date

Preliminary Hurricane Preparation - 72-48 hours before Landfall

- All PI staff attend 8am incident briefing at the Pine Island Chickee.
- Remove/secure loose items around all buildings.
- Advise Branch Director on status of all assigned tasks.
- Branch Director will submit personnel resource assignments and needs for Advance Hurricane Prep to Operations Section Chief prior to the afternoon Planning Meeting
- CTR's are faxed to Finance Section Chief and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.
- Ensure computers are backed-up; secure offices of any employees who will be absent for next 72 hrs.

PINE ISLAND VISITOR SERVICES DIVISION

- Advise individuals in the Campground of the approaching hurricane
- Continue to collect fees; inform visitors of impending storm and possible park closure.
- Work with Fire Division to install gates inside park entrance
- Install shutters on all Entrance Station, Pine Island, Royal Palm, and LPK campground buildings.
- Secure non-essentials LE and Interp boats, and cargo trailers at Nike Missile Base.
- Check EMS and LE equipment
- Begin planning for LE patrol based on park closure schedule established by the IC.

FIRE DIVISION

- Begin to shutter and secure buildings.(restrooms, Iori, flammable storage, Robertson building)
- Move and secure all non-essential trailers, vehicles, and other equipment.
- Begin securing fire records.
- 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.
- Coordinate with Visitor Services to install gates
- Helibase Group will coordinate with coastal Branches with back country patrol flights have been approved by the IC.

HEADQUARTERS DIVISION

- Begin shuttering HQ & Coe VC - main entrances are left open and facilities are left operational.
- Pick up water, gatoraid, and ice for HQ teams.
- 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.
- Crews will be released or reassigned by when primary tasks are complete.
- Division staff will check-out with Division Supervisor prior to leaving park.
- Vehicle Group Supervisor will create vehicle inventory sheet and key storage plan.
- Interp bikes and canoes are moved to missile base.

Advanced Hurricane Prep - 48-24 Hours before landfall

- All PI staff attend 8am incident briefing at the Chickee.
- Complete any tasks remaining from the previous operational period.
- Pack offices and secure computers (see Appendix H - Checklist for Computer Users).
- Remove lower file drawers to higher locations and remove all objects off the floor (within reason).
- With consent from Branch Director and Operations Section Chief, when primary tasks are complete, employees should be released or reassigned to other branches.
- Division staff will be given directions for contacting the park after the storm and check-out with their incident supervisor prior to leaving park.
- Advise Branch Director on status of all assigned tasks.
- Branch Director will submit personnel resource assignments and needs for Final Hurricane Prep to Operations prior to the afternoon Planning Meeting.
- CTR's are faxed to Finance and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.

PINE ISLAND VISITOR SERVICES DIVISION

- The park may close during this Operational Period and visitors will be asked to leave the Park
- Distribute Park closure info flyers to visitors at Entrance Station.
- Patrol all roads in the district and place barricades at beginning of LPK roads.
- Close gates when directed.
- Coordinate with Fire Division to move water barricades into place and fill them from a fire engine.
- Continue to staff the Main Entrance Station with a Visitor Use Assistant as long as reasonable.

FIRE DIVISION

- 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.
- Ensure all vehicles and equipment at Homestead Helibase are secured.
- Coordinate with Visitor Services to close gates and install and fill barricades with water.
- Remove weather station and store.

HEADQUARTERS DIVISION

- Shutter team completes shuttering Coe VC & VC is closed. VC team is reassigned or released.
- Vehicle Group Supervisor begins securing vehicles at the HQ parking lot, and collects and stores keys.
- Main entrance to HQ is left open, lunch room is shuttered.
- Group leaders will confirm all tasks are complete and provide Division Supervisor with crew time reports and resource orders.

Final Hurricane Prep - 24-0 hrs before landfall

- All remaining PI staff attend 8am incident briefing at the Chickee.
- Complete any remaining tasks from the previous operational period.
- Ensure all staff are released with adequate time to make personal hurricane preparations.
- CTR's are faxed or delivered to Finance and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.
- Advise Branch Director on status of all assigned tasks, any tasks not complete are explained and noted in the unit log(s).
- Division staff will be given directions for contacting the park after the storm and check-out with their incident supervisor prior to leaving park.

PINE ISLAND VISITOR SERVICES DIVISION

- Complete final security check of all buildings
- Secure access points.
- Continue to staff the Main Entrance Station as long as reasonable, while ensuring that staff is released with adequate time to make personal hurricane preparations.
- Fuel and secure patrol vehicles.
- Finalize a Protection Division work schedule to provide coverage/response and submit to Operations Section Chief. Identify which LE and Dispatch Personnel will remain on site during storm duration.
- Last remaining LE personnel is responsible for final shuttering of HQ doors.

FIRE DIVISION

- Assigned cache manager will check/sign out all items 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. Branch Director.
- Engine 605 staged at Residence 121 with chainsaw kit.

HEADQUARTERS DIVISION

- 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 Coe Visitor Center can be used as a shelter as a last resort.

Post-Hurricane Recovery

- All staff call the Emergency Hotline to receive park closure updates and to report status and, if needed, request assistance. Report to designated work station as directed.
- Have all staff attend incident briefing.
- Provide initial assessment of damage/hazards
- Un-pack offices and computers.
- Remove shutters from occupied offices. Shutters will remain on unoccupied offices.
- Uninstall shutters on all occupied buildings in Entrance Station, Pine Island, Royal Palm, and LPK campground.
- Submit personnel resource assignments and needs for the next operational period to Operations Section Chief prior to the afternoon Planning Meetings.
- CTR's are faxed to Finance and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.
- Advise Branch Director on status of all assigned tasks.

PINE ISLAND VISITOR SERVICES DIVISION

- Secure access points

- Convert PI Ranger Station 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.
- Return all airboats, vehicles, boats and other equipment.

FIRE DIVISION

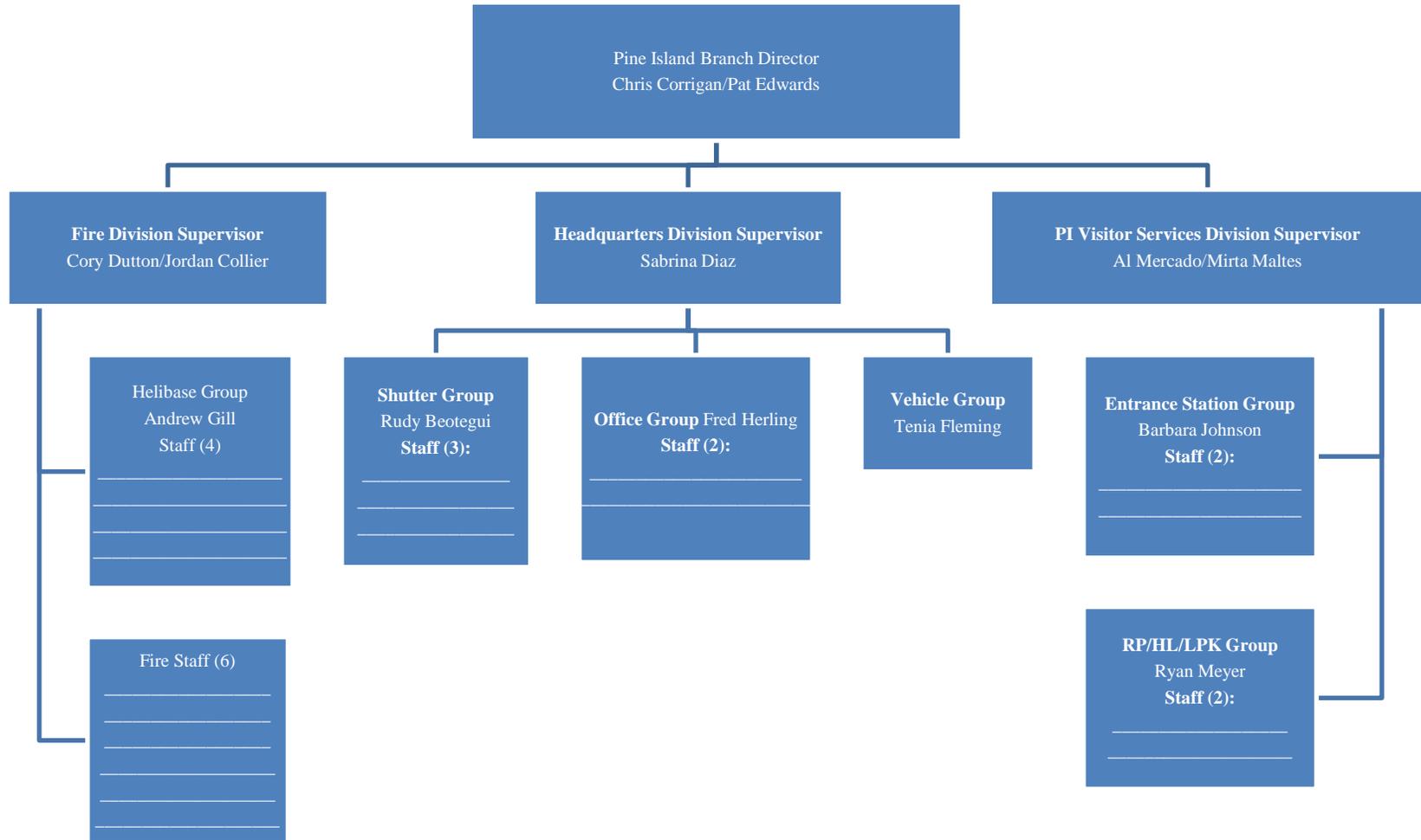
- Engine crews provide assistance with chainsaws as needed to clear roads and trails.
- Engine crews are available to work with Employee Assistance Branch to provide assistance to employee residences and community.
- Remove vehicles from Iori as needed.
- Take complete inventory of cache supplies and equipment.

HEADQUARTERS DIVISION

- Shutter teams remove 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.
- Provide water and gatorade for shutter crews.

Figure XX. PI Branch Organization Chart and anticipated staffing needs (subject to change on an incident by incident basis).

Preliminary and Advanced Hurricane Preparation Period (72-48 hrs BLF)



Final Hurricane Preparation Period (24 hrs BFL)

All preparations should be complete and personnel released as authorized by the IMT.

Key Largo Division Hurricane Checklist

General Hurricane Season

- Group supervisor will participate with Branch Director, other supervisors, tenants (FWC, SFWMD), and cooperators in the branch to review preparations, identify and rectify problems or needs, review staffing and provide input for monthly Command/General Staff meetings.
- Update contact list for cooperators and tenants.
- Work with DMT's, tenants, and cooperators to implement Hurricane Cleanup day(s).
- Update roster of Key Largo team members and their contact information.
- Inspect and inventory shutters, submit resource orders for shutters/tools/ppe to Operations Section Chief as needed.
- Test and inspect fluid levels on generator.
- Shutter any unoccupied structures/offices.
- Inventory and identify all sensitive files/items that may need to be secured during a storm.
- Inspect and flag boat tie-down eye-bolts in field, submit work order for the grass to be mowed and resource order for metal detector to Operations Section Chief.
- Inventory tie-down straps and submit resource orders for more, as needed.
- Determine which vessels will need a tie-down space, NPS boats take priority.
- Identify and prioritize extra tie-down spaces for authorized vessels of tenants and cooperators.
- Designate tie-down area for ranger trailer.
- If any extra tie-down spaces remain, provide them to other users as needed.
- Instruct any unauthorized users of tie-down spaces to remove their boat(s).
- Remove or secure any debris on NPS Key Largo property.
- Park Residents submit personal storage request form as needed.
- Ensure all staff have access to and are familiar with Appendices XX – Checklist for Computer Users and Employee Responsibilities.
- Ensure all staff residing in Government Housing, including dormitory, have access to and are familiar with the Housing Evacuation Plan and Hurricane Shelter Checklist. All employees are responsible for providing their own food, water, personal supplies to last for 3 days.

Preliminary Hurricane Preparation 72-48 hours before Landfall

- Branch Director receives morning briefing from IMT and holds briefing for all Key Largo staff (attendance mandatory).
- If needed, identify someone to ensure civilian family members residing in Park residences are aware of the situation and Evacuation Plan.
- Ensure all radios are fully charged and all LE radios turn off encryption for incident communications.
- Remove non-LE and non-essential LE vessels from the water and secure them in tie-down spaces. Secure all vessels already parked in tie-down spaces.
- All vessels should have all loose items secured and remove boat plugs.
- Relocate ranger trailer to tie-down area.
- Secure boat lifts and the dock.

- Assess if there is a need for aircraft to be used for backcountry patrol during the next Operational Period. This patrol will include all backcountry areas in Flamingo, Key Largo, and Gulf Coast Districts. Coordinate with Operations and other coastal branches during 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.
- 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. Coordinate with aviation and Flamingo District to notify any vessels in anchorage areas of the impending storm and park closure.
- Ensure fuel tank is full, including SFWMD water tanks.
- Shutter the Ranger Station, Interagency Science Center, and the two residences.
- Fuel and stage all vehicles in secure location on site. Store keys in a labeled box in the Lab. As needed, stage all other GOVs at Pine Island and submit TA request to stage LE GOV at staff personal residences.
- Begin securing offices (see Appendix H Checklist for Computer Users).
- 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 EVER/DRTO Emergency Hotline 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 will submit personnel resource assignments and needs for Advance Hurricane Prep to Operations Section Chief prior to the afternoon Planning Meeting
- CTR's are faxed to Finance Section Chief and Unit Logs are faxed to Documentation Unit Leader 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 all non-essential 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 48-24 hours before Landfall

- As stated above, the goal is to have the site closed down and all non-essential personnel released to deal with their personal matters/evacuation needs with 48 hours before any storm landfall.
- If needed, Branch Director will be available to complete any final preparations and coordinate back country overflight and boat patrols.
- Branch Director will submit personnel resource assignments and needs for Final Hurricane Prep to Operations Section Chief prior to the afternoon Planning Meeting
- CTR's are faxed to Finance Section Chief and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.

Final Hurricane Prep 24-0 hrs BLF

- Finalize any remaining items from above list and release all remaining staff ASAP.
- CTR's are faxed to Finance Section Chief and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.
- Identify Damage Assessment Strike Team members and submit names to Operations Section Chief.

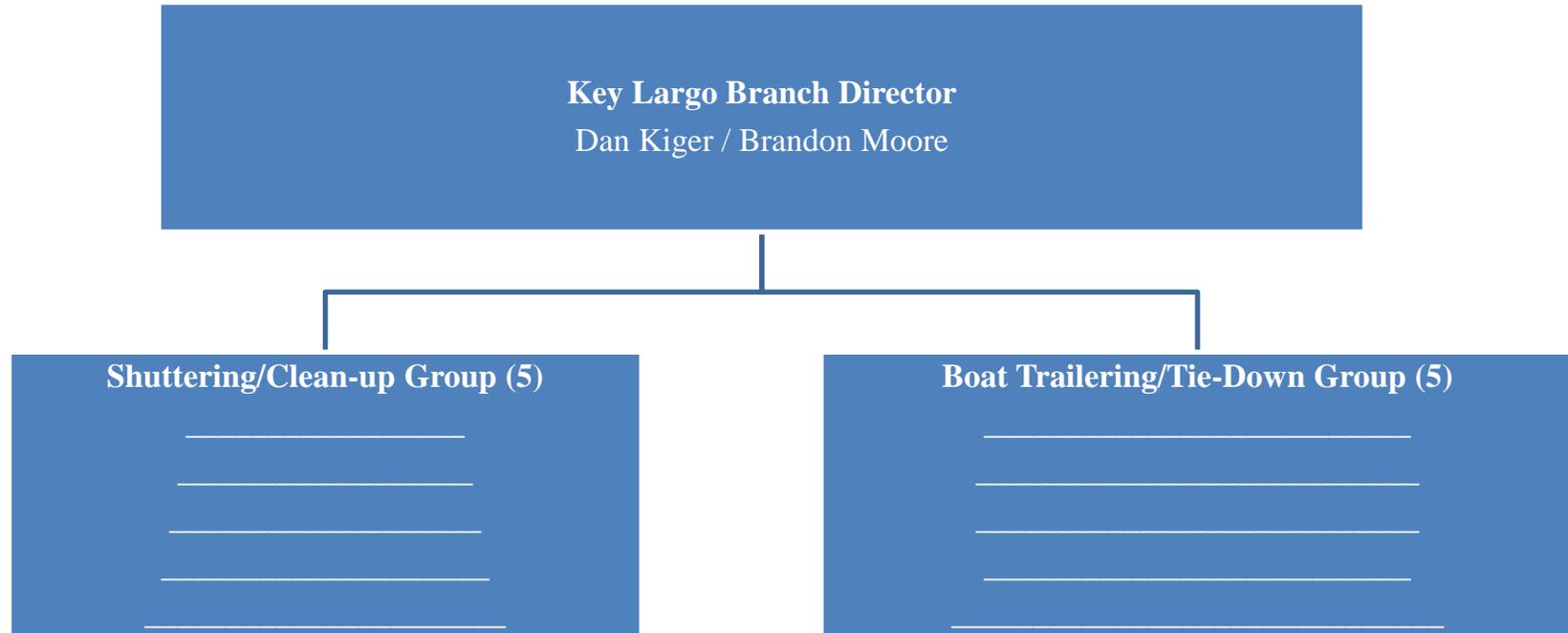
Post Hurricane Recovery

- All Staff call EVER/DRTO Emergency Hotline to receive park closure updates, leave a message reporting post-storm status and to request assistance, if needed. Report to designated work station as directed.
- Coordinate with Incident Command staff to verify status of all Key Largo team members.
- Damage Assessment Strike Team (consisting of Branch Director and other LE staff) will 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 Operations Chief and Key Largo team members of schedule for returning to normal operations and begin clean-up/opening of site efforts.
- Check FL 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.
- Submit personnel resource assignments and needs for the next operational period to Operations Section Chief prior to the afternoon Planning Meetings.
- CTR's are faxed to Finance and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.

Hurricane Breakdown

- Restock any needed supplies/equipment, submit resource orders as needed.
- Unshutter occupied housing and offices, leave unoccupied houses and offices shuttered throughout the remainder of the season.
- Figure out "lessons learned" and try to provide for improvement for the next incident.

Figure XX. Key Largo Branch Organization Chart and anticipated staffing needs (subject to change on an incident by incident basis).
Preliminary Hurricane Preparation Period (72 hrs BLF)



Advance Hurricane Preparation Period (48 hrs BLF)



Final Hurricane Preparation Period (24 hrs BFL)

All preparations should be complete and personnel released as authorized by the IMT.

Maintenance Branch Checklist

Pine Island Maintenance and Utilities 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.
- Inspect and inventory shutters and tools and plywood, submit general message resource orders as needed.
- Inspect and inventory generators and identify where each will be used.
- Inspect all exterior lighting and ensure that it is operational.
- Train essential staff that will shelter in HQ how to operate generators in Pine Island (3), HQ and DBC post storm.
- Throughout the season maintain emergency generator fuel, including propane, tanks (Flamingo, PI and DBC) at half a tank or above.
- Shutter all unoccupied housing units and nonessential windows of other facilities.
- Locate and mark tie down sites at Robertson Building.
- Ensure 2 Task Force vehicles are designated and supplied with necessary equipment (compressor, jacks, etc.)
- Identify employees who may need more time for personal preparations (reside in a flood/priority evacuation zone or who may otherwise face personal hurricane prep hardships) and prioritize the release of staff once essential tasks are completed.
- Familiarize all staff with communications plan.
- Ensure that maintenance staff residing in government housing have access to and understand the Housing Evacuation Plan and Hurricane Shelter Checklist (pg 126).
- Ensure all staff have access to and are familiar with Appendices A & H – Checklist for Computer Users and Employee Responsibilities.

Preliminary Hurricane Preparation 72-48 hours before Landfall

- All Staff attend 8am briefing at the Pine Island Chickee
- 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, store and secure chemicals park wide. Move chemicals and all material located outdoors to a secure location.
- Establish a schedule for back up operators.
- Ensure all Task Force Leaders have or are issued radios.
- Check all vehicles for PPE, (including rain gear), and material needed for shut down/recovery of systems.
- Identify state/federal regulators that must be notified about our situation.
- Ensure all fuel and propane tanks are filled, purchase fuel/propane as needed.
- Shutter all buildings and housing in Pine Island

- Ensure Roadside Assistance vehicles are fully stocked and prepared to assist Research Trailing Task Forces as needed.
- When directed, dispatch Tie Down Task Force with radios to coordinate with Trailing Task Force to secure boats and equipment.
- Branch Director will submit personnel resource assignments and needs for Advance Hurricane Prep to Operations Section Chief prior to the afternoon Planning Meeting
- Submit CTRs to Finance and Unit Logs to Operations Section Chief at the end of the operational period.

Advanced Hurricane Preparation 48-24 hours before Landfall

- All Staff attend 8am briefing at the Pine Island Chickee
- Check on last minute problems with shutters and material issues.
- Complete shuttering of housing and buildings in Pine Island district.
- Ensure storage of all boats, trailers and equipment is complete at Robertson Building tie downs and Pine Island tie downs.
- Secure loose items around the Maintenance Yard and Recycle Plant.
- Complete preparation of water and wastewater plants for extended operation, parkwide.
- Pack offices and secure computers (see Appendix H - Checklist for Computer Users).
- Collect keys from vehicles stored at PI and store in Maintenance Mechanic's Office on cork board.
- Branch Director will submit personnel resource assignments and needs for Final Hurricane Prep to Operations Section Chief prior to the afternoon Planning Meeting
- Designate staff member to take home vehicle and equipment for post storm recovery
- Be prepared to dispatch lowboy trailer to Flamingo to relocate heavy equipment, backhoe, and skid steer loader.
- As tasks are completed, release all non-essential employees with approval from Branch Director, to secure their own personal preparations.
 - Staff will be given directions for contacting the park after the storm and check-out with their incident supervisor prior to leaving park.
- Submit CTRs to Finance and Unit Logs to Operations Section Chief at the end of the operational period.

Final Hurricane Prep 24-0 hours before Landfall

- All staff attend 8am briefing at the Pine Island Chickee.
- Staff will be given directions for contacting the park after the storm (EVER/DRTO Emergency Hotline) and check-out with their incident supervisor prior to leaving park.
- Check personnel for addresses and locations of where they are going to stay, verify emergency contact numbers.
- Advise Branch Director on status of all assigned tasks, any tasks not complete are explained and noted in the unit log(s).
- Ensure all remaining staff are released with adequate time to make personal hurricane preparations.
- Submit CTRs to Finance and Unit Logs to Operations Section Chief at the end of the operational period.

Post Hurricane Recovery

- All staff call the EVER/DRTO Emergency Hotline to receive park closure updates and to report status and, if needed, request assistance. Report to designated work station as directed.
- Have all staff attend incident briefing.
- Check personnel and situations with each person. Schedule accordingly.
- Coordinate with PI Branch Director to conduct initial damage assessments and report any safety hazards.
- If needed, identify and prioritize housing units that may be used to house detailing hurricane response personnel.
- Check water and wastewater Facilities Park wide; sample if needed;
- Assist with post hurricane needs (Generators, repairs, etc).
- Submit personnel resource assignments and needs for the next operational period to Operations Section Chief prior to the afternoon Planning Meetings.
- CTR's are faxed to Finance and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.

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 occupied housing and offices. Unoccupied buildings/offices will remain shuttered throughout the season.
- 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.
- CTR's are faxed to Finance and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.

Pine Island Maintenance/ Utilities Group Hurricane Assignments 2014

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 – Rich Ahern

Deputy Branch Director – Glenn Walker

Branch Director Support Staff

- Willie Synagogue – Task Force Coordinator
 - Maintain CTRs and Unit Logs

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 – Randy Borden
- Support staff
 - Bret Johnson
 - Mike Savoy

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 - Jeff Weinstock / John Hogan
- Support staff
 - Greg Schwarz
 - Jose Carrion
 - Wesley Brady

Task Force #3 – Shutters/Custodial

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

- Task Force Leader – Ray Foster
- Heavy Equipment Operator –TBD
- Support staff
 - Seasonal Staff
 - Staff assigned from other divisions

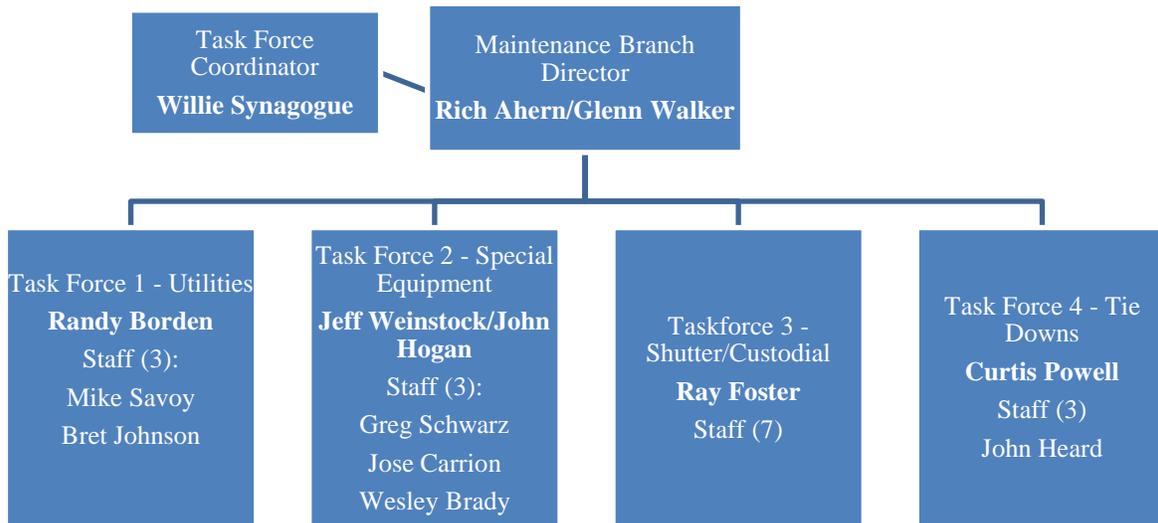
Task Force #4 – Missile Base/Tie Downs

Assignments will be maintaining the auto shop staging vehicles, coordinating vehicle turnovers, boat storage and equipment, generator fuel and maintenance.

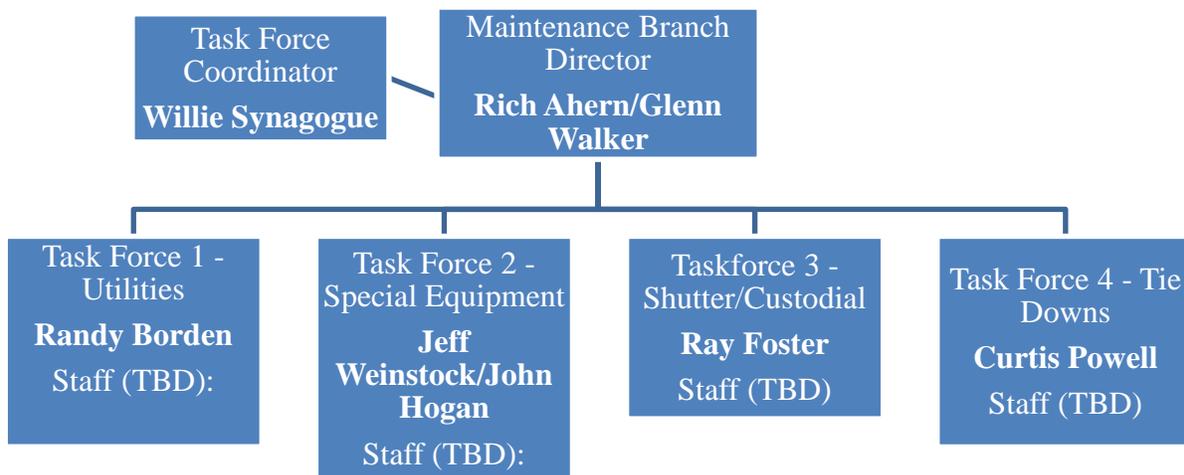
- Task Force Leader – Curtis Powell
- Support Staff
 - John Heard
 - TBD

Figure XX. Maintenance Branch Organization Chart and anticipated staffing needs (subject to change on an incident by incident basis).

Preliminary Hurricane Preparation Period (72 hrs BLF)



Advance Hurricane Preparation Period (48 hrs BLF)



Final Hurricane Preparation Period (24 hrs BFL)

All preparations should be complete and personnel released as authorized by the IMT.

Research Branch

General Hurricane Season

- Group supervisors will participate with Branch Director and other supervisors in the branch to review Hurricane Plan preparations and update as needed, identify and rectify problems or needs, review staffing and provide input for Command/General Staff meetings.
- Throughout the season, meet regularly with the Branch Director and Group Supervisors on general hurricane prep.
- Inventory and inspect hurricane shutters, PPE, tools, bug jackets, mosquito repellent, gloves submit general message resource orders to Operations as needed.
- Schedule Hurricane Cleanup day(s).
- Remove and/or secure all loose items from around buildings.
- 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.
- Ensure all staff have access to and are familiar with Appendices A & H – Checklist for Computer Users and Employee Responsibilities.
- Ensure all staff residing in Government Housing have access to and are familiar with the Housing Evacuation Plan (pg 126) and Hurricane Shelter Checklist. All employees are responsible for providing their own food, water, personal supplies to last for 3 days.
- Remove and/or secure all loose items from around buildings.
- Update contact list for cooperating researchers.
- Coordinate with EPMT, I&M Group and USGS to assess their property storage needs and our capabilities.
- All researchers and cooperators must move all their vessels not in summer use from Flamingo to the Missile Base prior to June 1.

Equipment

- 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.
- Ensure monitoring stations are hurricane ready.

Krome Division

- Review the Krome Center hurricane plan with Krome management and staff.
- Identify staff volunteers that meet Flamingo and East Everglades worker requirements.

Preliminary Hurricane Preparation 72-48 hours before Landfall

- All staff attend 8am incident briefing at the Pine Island Chickee.
- Submit a general message 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.

- 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 Branch Director to present at Command/General Staff meetings.
- Each group supervisor will review action plans for their assigned tasks and other resource management assignments.
- Ensure park residents within the branch have access to evacuation and sheltering plan and their responsibilities.
- Notify Cooperating researchers of park incident status and need to remove property from the park.
- 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.
- Issue radios to appropriate staff and ensure everyone knows the communication plan.
- Boat task force leader will coordinate with designated Flamingo and Maintenance Branch. and maintain boat storage inventory.
- Vehicle Task Force Leader will inventory vehicles and designate a key storage area.
- **FUEL VEHICLES NIGHTLY.**
- Secure all research equipment (place in sheds/DBC/Iori buildings).
- Remove all loose items from around SFNRC facilities and secure.
- Begin shuttering SFNRC buildings/facilities.
- Branch Director will submit personnel resource assignments and needs for Advance Hurricane Prep to Operations Section Chief prior to the afternoon Planning Meeting
- Coordinate with Maintenance Branch to ensure generator is functional and propane supply is sufficient
- CTR's are faxed to Finance Section Chief and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.

Offices/Equipment

- Begin packing offices, (See Appendix A Employee Responsibilities).
- Ensure computers hard drives are backed-up; secure disks and tapes. (see Appendix H Checklist for Computer Users)
- Secure offices of any employees who will be absent for next 72 hrs. Begin securing SFNRC files and records.

Krome Division

- All staff attend 8am briefing at the Pine Island Chickee.
- 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.
- Label all computers, flat screen monitors, and critical electronic equipment with staff member name and office number to prepare for movement to server room, as determined by IT.
- Begin securing SFNRC/Krome files and records.

Advanced Hurricane Preparation 48-24 hours before Landfall

- All DBC staff attend 8am incident briefing at the Pine Island Chickee.
- Complete any tasks remaining from the previous operational period.
- Keep Cooperating researchers updated on park incident status.
- With consent from Branch Director and Operations Section Chief, when primary tasks are complete, employees should be released or reassigned to other branches.
- Branch Director will submit personnel resource assignments and needs for Final Hurricane Prep to Operations prior to the afternoon Planning Meeting.
- Division staff will be given directions for contacting the park after the storm and check-out with their incident supervisor prior to leaving park. CTR's are faxed to Finance and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.

Buildings and Equipment

- Ensure vehicle inventory is complete and all keys are stored.
- Complete securing offices and computers.
- Remove lower file drawers to higher locations as needed. Remove all objects off the floor (within reason).
- Clean out refrigerators and unplug.
- Complete shuttering on all SFNRC buildings/facilities.
- Complete securing of all non-essential research equipment and materials and securely store.

Krome Division

- All staff attend 9am briefing in the 1st floor conference room.
- Deploy Krome Center response team if/when requested.
- Upon orders from IT staff, move computers, flat screen monitors, etc., to server room on 3rd floor.
- For 1st floor offices, remove all objects off the floor (within reason).
- Clean out refrigerators on 1st and 3rd floors and unplug.
- **MOVE GOV'T VEHICLES TO SAFEST AREA WITHIN THE PARKING LOT. MAKE SURE THAT FUEL TANKS ARE FULL. STORE KEYS IN DESIGNATED AREA.**

Final Hurricane Prep 24-0 hrs before Landfall

- All remaining DBC staff attend 8am incident briefing at the Pine Island Chickee.
- Ensure that SFNRC/Krome staff and cooperators have completed essential tasks to protect park resources and assets. Provide assistance if needed.
- Ensure all non-essential electrical equipment and lights are switched off and unplugged to conserve the generator if it kicks on.
- Ensure all staff are released with adequate time to make personal hurricane preparations.
- Division staff will be given directions for contacting the park after the storm and check-out with their incident supervisor prior to leaving park.
- Advise Branch Director on status of all assigned tasks, any tasks not complete are explained and noted in the unit log(s).

- CTR's are faxed or delivered to Finance and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.

Post Hurricane Recovery

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

- All Research Branch Personnel call the Emergency Hotline to receive park closure updates and to report status and, if needed, request assistance. Report to designated work station as directed.
- All Research Branch Personnel attend incident briefing at location designated by Emergency Hotline.
- Check to make sure SFNRC/Krome staff and cooperators are safe and accounted for (Branch Director will work with Command Staff to secure this information).
- Conduct damage assessment of SFNRC/Krome buildings and facilities for damage, loss, and power.
- Set up generators to supplement main generator (if needed). Ensure a Resource Order is placed to keep generators fueled and running (as needed).
- Ensure that SFNRC/Krome staff and cooperators can SAFELY begin infrastructure and natural resource damage assessments ASAP.
- Remind Park Staff and Cooperators to 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 for damage assessments (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 Branch Director personally, via cell phone, or email 24 hours prior to entering park. This will allow the 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 Director. (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. (use form)
- Submit personnel resource assignments and needs for the next operational period to Operations Section Chief prior to the afternoon Planning Meetings.
- CTR's are faxed to Finance and Unit Logs are faxed to Documentation Unit Leader at the end of the Operational Period.

Hurricane Breakdown

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

South Florida Collections Management Center (SFCMC)
Museum & Archives Team Hurricane Procedures
Revised 4/7/2014

INTRODUCTION

Work priorities for the museum & archives team are based on concentrating efforts first on the largest collection areas (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. However, depending on exhibits present in SFCMC parks, the projected path of the storm, amount of advance notice of a storm's approach, the degree of "pre-prep" that has occurred in the storage facilities and other park units, and SFCMC staffing levels, concurrent response teams may be sent from the SFCMC to other parks/areas. The curator will determine how best to utilize available resources as each storm event will be different.

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

- Museum and archives collections 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 objects on exhibit 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 on the second floor of a facility and therefore are above most 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 which house collections. DESO has a separate Museum Emergency Operations Plan which includes hurricanes.

GENERAL PARK PREPAREDNESS 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 2014, 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 2014 include a Seminole canoe (on loan), a rifle and other objects inside an exhibit case, and artwork on exhibit in the WC theatre.

Museum objects inside the exhibit case as 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, there 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. In FY2014, SFCMC and BICY staff made covers for all of the BICY artwork. All new artwork will be sent to BICY with covers made, after cataloging at the SFCMC. BICY staff will be responsible for putting the covers in place as part of their hurricane preparations. Note that covers are only available for BICY museum collections. Temporary plastic covers can be easily made by BICY staff for artist-in-residence or other temporary exhibits of non-BICY art.

Swamp Buggy Exhibit

The swamp buggy on exhibit adjacent to the Welcome Center is part of the museum collection. Given its size, it is not feasible to move it before a storm, nor is there a better place to move it to. It is exhibited in a separate building with hurricane impact glass windows. No additional preparedness is needed for this object.

Oasis Visitor Center

Objects on exhibit in the visitor center include the Florida panther and artwork. As temporary exhibits are installed, other objects will also be present inside the museum exhibit case. 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 and theatre. In FY2014, SFCMC and BICY staff made covers for all of the BICY artwork. All new artwork will be sent to BICY with covers made, after cataloging at the SFCMC. BICY staff will be responsible for putting the covers in place as part of their hurricane preparations. Note that covers are only available for BICY museum collections. Temporary plastic covers can be easily made by BICY staff for artist-in-residence or other temporary exhibits of non-BICY art.

The 2nd floor of Oasis includes the archives "processing room" which is used for both archives and artwork storage. In FY2013 SFCMC staff reorganized the space, added hurricane covers to all the artwork in storage, and ensured that all record storage racks were covered with zippered plastic covers. As a result, BICY staff should complete visual inspections of this room prior to a hurricane to ensure that plastic or Tyvek covers have not been removed by others. Zippered covers should be rolled down and zipped completely.

Headquarters

At various times throughout the year, there may be artwork on exhibit in the superintendent's hallway and/or conference room. In FY2014, SFCMC and BICY staff made covers for all of the BICY artwork. All new artwork will be sent to BICY with covers made, after cataloging at the SFCMC. BICY staff will

be responsible for putting the covers in place as part of their hurricane preparations. Note that covers are only available for BICY museum collections. Temporary plastic covers can be easily made by BICY staff for artist-in-residence or other temporary exhibits of non-BICY art.

Protecting Resource Management Records

Preserve staff should also prepare resource management records which are not yet part of the museum collection as they can also be at risk. If flooding is a risk, employees should remove records from the bottom drawers of filing cabinets. To protect from roof leaks, filing cabinets, bookshelves, and desks should be covered with plastic before a storm. 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 and the preserve staff should discuss concerns with the SFCMC curator or archivist as early as possible.

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 and at greater risk.

Dante Fascell Visitor Center

In April 2013, new exhibits were installed at the Fascell Visitor Center. The exhibit cases are located on the 2nd floor. Depending on the strength, severity, and timing of the approaching storm, objects may be evacuated to the SFCMC for protection. If not evacuated, they should 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 storm-by-storm basis, always erring on the side of caution.

Headquarters

Framed photographs or artwork from the museum collection may be on exhibit in the superintendent's hallway at BISC. Depending on the strength, severity, and timing of the approaching storm, objects may be evacuated to the SFCMC for protection. If not evacuated, they should be covered with plastic to protect from water damage.

Protecting Resource Management Records

Due to the park's location on the bay, critical resource management records in HQ, the maintenance building, the Fascell VC or other park buildings which are not yet part of the collection may also be at risk. Most records at BISC should already be stored on the 2nd floor of buildings but if not, they should be moved before an impending storm. To protect from roof leaks, filing cabinets, bookshelves, and desks should be covered with plastic before a storm.

Depending on the storm's track and severity, it may be advisable to remove records deemed critical to the Beard Center at Everglades National Park. Those decisions would need to be made on a case-by-case basis and park staff should discuss concerns with the SFCMC curator or archivist as early as possible as both space and staffing are always limited.

DESO

As with all emergencies, for hurricanes DESO and SFCMC staff should follow the procedures outlined in the park's approved 2013 *Museum Collection Emergency Operations Plan (MEOP)*.

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. As a result, the 2013 MEOP and the physical improvements described below should put park staff in a better position to prepare for hurricanes to protect the collections.

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 16th century suit of armor and most of the other 16th 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.

Per the MEOP, if a storm does impact park collections or records, park staff should evaluate the situation and contact the SFCMC which will coordinate response.

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 (e.g., cannon balls, flank defense Howitzer) should be covered with plastic.

Other Artifacts Around the Fort

In addition to the objects on exhibit in the visitor center, the following is museum property:

- 10 large cannon on top of the fort (6 Rodman gun and 4 Parrotts)
- 3 slide carriages on the ground floor of Bastion 6
- 2 wheeled vehicles in ground floor casemates on Front 6
- Cuban chug on Front 4

The wheeled carts should be moved further inside the fort, towards or even into bastions if possible. No additional hurricane preparedness is feasible for the other objects given size, location, and/or likely greater impact of the attempt to protect them. Emphasis should be placed on post-storm assessments.

Protecting Resource Management Records

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". Given working conditions at the park, it is possible the records could also be in employee quarters. The SFCMC has removed many of the permanent records from DRTO to the archives. However, given that records continue to be created, staff should not assume that everything "important" has gone to the SFCMC.

If records are to remain in place, and flooding is a risk, employees should remove records from the bottom (or more) drawers of filing cabinets. To protect from roof leaks, filing cabinets, bookshelves, and desks should be covered with plastic before a storm. Depending on the storm's track and severity, it may be advisable to move records deemed critical to the park to the 2nd floor of the engineer officer's quarters. What needs to be moved and when needs to be determined on a case-by-case basis by the DRTO Park Manager. If a storm impacts the park, the SFCMC will coordinate (through incident command) response for recovery of museum collections.

EVER

Although the SFCMC is located at EVER, this section focuses on collection on exhibit. Museum storage is considered as part of the overall SFCMC procedures.

Flamingo Museum

Museum objects on exhibit at Flamingo in 2014 include taxidermied animals, archeological artifacts, gun, wooden animal sculptures, and two framed pieces of art. New temporary exhibits are expected to be installed in summer 2014 as well.

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.

Depending on the track and severity of the storm, the SFCMC curator may determine it is appropriate to evacuate collections from Flamingo and bring them to the SFCMC temporarily. This decision will be made on a case-by-case basis.

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

Framed photographs from the museum collection are exhibited in the superintendent's hallway at Headquarters ("the superintendent's heads"). 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 will be assessed by the curator after each storm.

Protecting Resource Management Records

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), 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. Those decisions would need to be made on a case-by-case basis and park staff should discuss concerns with the SFCMC curator or archivist as early as possible.

If flooding is a risk, employees should remove records from the bottom drawers of filing cabinets. To protect from roof leaks, filing cabinets, bookshelves, and desks should be covered with plastic before a storm. Depending on the storm's track and severity, it may be advisable to remove records deemed critical.

SOUTH FLORIDA COLLECTIONS MANAGEMENT CENTER PROCEDURES

General Hurricane Season Preparation (before June 1)

- 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.
- Update museum hurricane procedures annually at the start of hurricane season to address changes in collection locations, facilities, and staffing. Distribute to SFCMC parks.
- In early June, send a complete backup of ICMS to the SER chief of museum services.
- In early June, 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 registrar'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. Doing this at the start of hurricane season will limit what needs to be done when a storm is approaching.

- Review collections “out and about” in the museum and archives workrooms. Put away collections (or portions thereof) to limit the amount of material which needs to be addressed immediately before a storm.
- As always, ensure that collections are put away as soon as projects are completed.

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.

Multi-Park Coordination

- Determine if artifacts need to be evacuated from BISC. If so, begin that process as BISC is usually 24-hours ahead of EVER for hurricane preparedness.
- If time permits, coordinate with BISC to determine if they wish to evacuate critical active records to the SFCMC for temporary storage.
- Determine if archives need to be evacuated from BICY. If so, schedule/assist as appropriate. Note that BICY is usually 24-hours behind EVER for hurricane preparedness.

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), as well as any active temporary directories. 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

- Review status of copied accession book entries. As needed, make paper copies of the accession book entries since the done, for each park (BICY, BISC, DESO, DRTO, and EVER). An index card on the bulletin board in the registrar'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 their plastic hurricane covers. In FY2013-FY2014, custom fitted and zippered plastic covers were made for all of the compactor storage rows and cabinets in the museum. These are labeled and readily available to easily install.
- 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 secure with 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.
- At the time of this writing, not all of the shelving and objects in this room have custom zippered covers. Where were have them (e.g. rows 01-06), they are readily available and easy to install.
- For new shelving or object storage with does not yet have custom covers, cover all shelving units and objects 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).

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.
- Begin covering all storage units with their plastic hurricane covers. In FY2013-FY2014, custom fitted and zippered plastic covers were made most of the shelving units. These are labeled and readily available to easily install.
- If using tape, be sure to tape plastic to plastic (i.e. do not tape plastic to museum cabinets or shelving units).
- For shelves without custom covers, 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).

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 all storage units with their plastic hurricane covers. In FY2014, custom fitted and zippered plastic covers were made most of the compactor storage rows and some of the shelving units. These are labeled and readily available to easily install.
- For shelves without custom covers, 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).

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 staff offices and the museum workroom. If flooding is anticipated, 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 on or near 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 staff desks, bookshelves, etc. with plastic.

Beard Center Room C

- Complete covering all shelving units with plastic. 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.
- Remove any archives from the IPM freezer but keep them. 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 DBC Freezer Room. Turn this freezer off once it is empty. Do not cover with plastic.

Beard Center Archives Processing Room

- Complete covering all shelving units with plastic. 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.
- Prepare the archivist's office and technician work spaces. If flooding is anticipated, 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 Freezer Room

- 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. Once it is empty, turn this freezer off.
- Before covering shelves with plastic, ensure that everything has been removed from the freezer in Room C. Note: if BISC has sent any archives, they should be housed in the freezer room (on available shelving, tables, and carts, or on top of the freezers and then covered with plastic).
- For shelves without custom covers, 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).

Beard Center Museum Supply Closet

- In FY2014, custom zippered plastic covers were created for this space. These are “permanently” installed and simply need to be dropped down and zipped closed.

Beard Center Archival Supply Closet

- 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 Curator’s Office

- If flooding is anticipated, remove important files from bottom drawers of filing cabinets, bookshelves, etc. and place inside action packers.
- Remove computer to the IT vault in the GIS Room, if required. If computers are not going to the vault, disconnect the laptop from its power source.
- Cover the staff desks, bookshelves, etc. with plastic.

Robertson Building Museum Archives

- Complete covering the compactor storage units, map cabinets, and other cabinets with custom covers or plastic sheeting, if needed.
- 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). These are pre-cut. If additional roll covers are needed, the roll is stored in the DBC archives supply closet.
- Prepare the archivist’s office and technician’s workspace. If flooding is anticipated, 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.

Robertson Building Freezer Room

- Turn the acetate storage 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. Turn this freezer off. 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.
- For shelves without custom covers, 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).

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 or less.

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 AT SFCMC

Every storm event will be different and will have different impacts. Exactly how post-hurricane recovery is completed will depend on the impacts, available staffing, etc. **In all instances, employee safety is always the first priority.**

General

- SFCMC curator will 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, the SFCMC registrar will 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 as well as any assistance they may need.

Beard Center Museum & Archives Spaces

- Examine the facility from outside to be sure it is safe to enter.
- Assess the status of the museum facilities, including storage areas, work rooms, 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 infiltration 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 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, if needed.
- 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 Archives Spaces

- 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 infiltration 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.
- 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, 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.

POST HURRICANE RECOVERY AT OTHER AREAS

Given distances between parks, it will be necessary for staff at the various parks to conduct initial evaluations of storm impacts and report information to the SFCMC curator.

BICY

- Assess the status of the Welcome Center and Oasis VC facilities, including structural integrity, status of systems (e.g. HVAC, fire and security systems, etc.), and 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. Are exhibits cases intact? Has artwork fallen off walls or been damaged by leaks? Is the canoe damaged? Etc.
- Report the status of the facilities and collections to the SFCMC curator, who will coordinate appropriate response.
- Determine if resource management records are damaged and coordinate with SFCMC accordingly.

BISC

- Assess the status of the Fascell Visitor Center and HQ buildings, including structural integrity, status of systems (e.g. HVAC, fire and security systems, etc.), and 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. Are exhibits cases intact? Has artwork fallen off walls or been damaged by leaks? Etc.
- Report the status of the facilities and collections to the SFCMC curator.
- Determine if resource management records are damaged and coordinate with SFCMC accordingly.

DESO

Following a hurricane or other emergency, DESO staff should implement the assessment actions outlined in the *2013 Museum Emergency Operations Plan* and provide information to the SFCMC curator who will coordinate response as appropriate.

DRTO

- Assess the status of the exhibits in the museum, including structural integrity, status of air conditioning, and water infiltration (e.g. at the ceiling, around windows and doors, etc.).
- Assess the status of the collection. Are exhibits cases intact? Has there been water infiltration? Etc.
- Review the condition of the objects around the fort (e.g. slide carriages in Bastion 6, wheeled vehicles on Front 6, Cuban chug, and the 10 large cannon on the terreplein).
- It may be necessary to take pictures of the artifacts (particularly the cannon) and send them to the SFCMC curator (if internet is available).

- Report the status of the facilities and collections to the SFCMC curator.
- Determine if resource management records are damaged and coordinate with SFCMC accordingly.

Flamingo Museum

- Assess the status of the building, including structural integrity, status of HVAC systems and water infiltration (e.g. at the ceiling, around windows and doors, etc.).
- Look for staining on ceiling tiles and floor to determine if water damage has occurred.
- Assess the status of the collection. Are exhibits cases intact? Has artwork fallen off walls or been damaged by leaks? Etc.
- Report the status of the facilities and collections to the SFCMC curator. If necessary, the SFCMC may send dehumidifiers and fans or evacuate collections if utilities will not be functioning for some time or if the museum facility is damaged.
- Determine if resource management records are damaged and coordinate with SFCMC accordingly.

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. The use of the custom zippered covers was designed to help with access while hurricane plastic is up, while preventing microclimates from forming.
- Unzip custom covers, and roll plastic up and out of the way.
- To ensure safe access and handling of the some 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. 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. Following a storm event, the plastic covers should be zipped up and rolled up. The covers are left on year round.

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, if needed.
- Remove the plastic sleeves from the museum artwork at EVER HQ, BICY Welcome Center, BICY HQ and BICY Oasis VC.
- Turn on IPM freezers and 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 or BICY.

SFCMC EMPLOYEES—SUMMER 2014 (as of 4/7/2014)

(See Appendix J for EVER Staff Cell #'s)

Nancy Russell	museum curator
Bonnie Ciolino	archivist
Jennifer Stafford	registrar
Jean Schardt	volunteer
Bob Gross	volunteer
Asusena Reyes	volunteer

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
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

Brian Calstrom (superintendent)	786-335-3646
Vacant (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

Jorge Acevedo (superintendent)	941-792-0458 x101
Vacant (lead ranger)	941-792-0458 x105
Vacant (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
Glenn Simpson (Park Manager)	305-224-4255
Tree Gottshall (maintenance super.)	305-224-4255
Kelly Clark (cultural resources)	305 296-5578

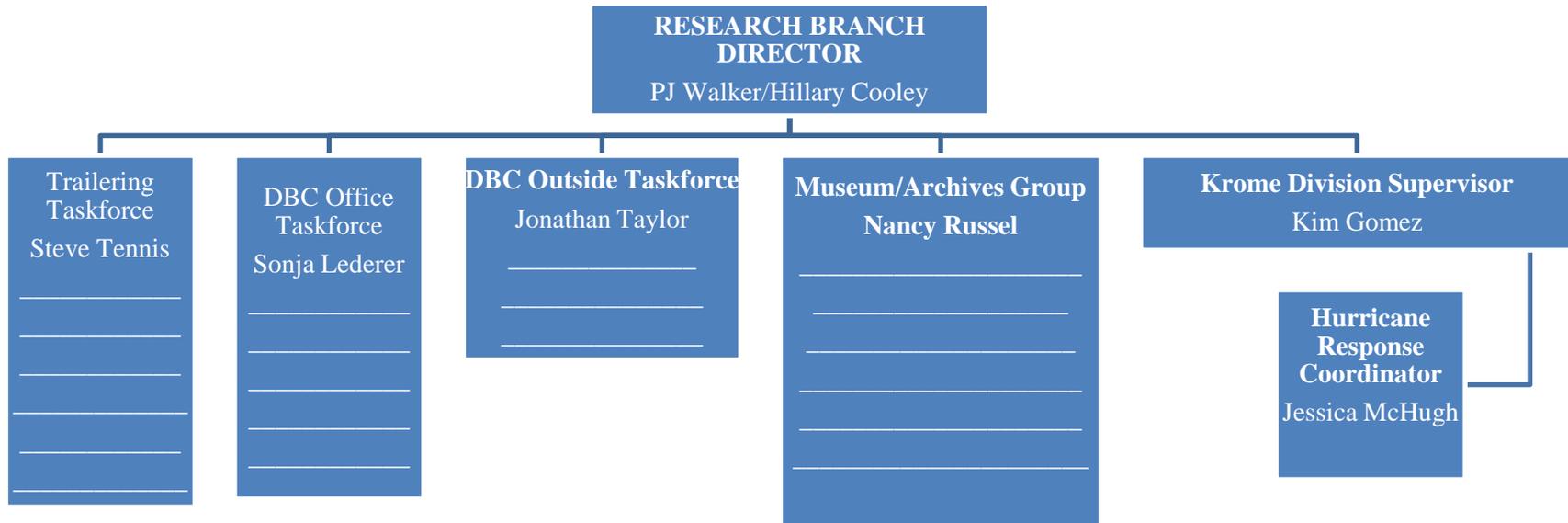
EVER

Dispatch	305-242-7740
Shawn Benge (acting superintendent; cell)	
Justin Unger (deputy super; cell)	
Vacant (chief of CR; cell)	

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

Figure XX. Research Branch Organization Chart and anticipated staffing needs (subject to change on an incident by incident basis).
Preliminary and Advanced Hurricane Preparation Period (72 – 48 hrs BLF)



Final Hurricane Preparation Period (24 hrs BFL)

All preparations should be complete and personnel released as authorized by the IMT.

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. Regularly hold meetings with these individuals during the hurricane season to keep informed on changes and updates.
- 3) Picnic tables in the walk in sites and B-C loop should be taken to the road edge and secured together by rope. The only picnic tables that remain in place are in A and T loop (the only open loops during the summer).
- 4) Ensure that maintenance takes non-essential boats and 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. General Season meetings should address this.
- 5) Ensure that Rangers take lost and found items to supply as soon as possible.
- 6) Inventory and inspect all shutters and tools, submit general message resource orders to Operations Section Chief as needed.
- 7) Maintenance staff will shutter all non-occupied housing units.
- 8) Ensure that all Flamingo vessels have working trailers. Trailers must be checked for adequate bearings, tires, tire pressure, lights, and chains with shackles. General Season meetings should address this.
- 9) Ensure that the 2-3 vessels (F4, F7, and F9) that will be left in Flamingo during a hurricane evacuation, 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, submit a general message resource order to Operations Section Chief as needed.
- 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 and around 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) Rangers will ensure civilian family members in Park residences are aware of evacuation plan and have staff point of contact.
- 13) Ensure that Flamingo residents have access to and understand the evacuation plan (pg126). In time of an evacuation, they are required to leave Flamingo; Pine Island HQ is designated shelter, if they choose to shelter elsewhere they must notify the Branch Director. They are responsible for providing their own 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.

- 14) All staff in Flamingo Branch update Emergency Contact Forms.
- 15) Advise all staff that they are responsible for backing up their computer's hard drive (Appendix H Refer to Checklist for Computer Users).
- 16) Complete general hurricane preps by June 1st, if by May 31st all tasks have not been completed, request assistance from Operations Section Chief, who may send staff from other branches to help complete the remaining tasks.

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) Branch Director will have submitted personnel resource assignments and needs during the previous day's planning meeting. It is anticipated that 4 people will be needed to assist with shuttering and 4 people will be needed to assist with equipment relocation. These people will arrive at Flamingo at the beginning of the operational period and should meet the following worker requirements:
 - a. Able to lift 50 pounds
 - b. No duty restrictions
 - c. Arrive with work gloves
 - d. Arrive with power screw gun and two battery packs with wingnut driver for shutter installations
- 3) Submit general message order for water and Gatorade. Advise personnel that they are responsible for providing their own supplies until, or if, the resource order is filled. Personnel are responsible for their own lunches.
- 4) At the beginning of this operational period, consider if a resource order to deliver Genie Boom Lift from Pine Island is needed.
- 5) Review all backcountry permits. All individuals on the backcountry permits must be accounted for.
- 6) Branch Director will coordinate with Helibase Group when back country flights have been approved. 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.
- 7) If needed, prepare a backcountry patrol of the Flamingo District for the beginning of the Advanced Hurricane Prep Operational Period, via a District vessel.
- 8) Advise individuals in the Campground of the approaching hurricane and shutdown schedule for the park.
- 9) Have the campground supervisor remove any money from the campground safe.
- 10) Load "low boy" trailers with 2 T70s, Machette, etc and designated CDL drivers will transport to PI.
- 11) The backcountry may be closed for day and overnight use, as directed by the IC. 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.

- 12) Flamingo residents are responsible for securing their own, easily reached, shutters.
- 13) Shutter crew will shutter the Ranger Station/Visitor Center and any necessary housing units during this Operational Period.
- 14) All staff are responsible for backing up the hard drives on their computers. (refer to hurricane plan for instructions). Ranger Station and Visitor Center staff will start securing offices that are not in use during this operational period; cover with plastic or place inside the action packers important items in each room. Computers/Battery backups are moved off the floor and covered with plastic. Workout room equipment is unplugged and covered with plastic.
- 15) Move golf carts inside the old restaurant.
- 16) Non-essential vessels, trailers and equipment will be staged for Research Trailering Task Force (Ideally consisting of 12 people with 6 vehicles properly equipped with towing capabilities and supplies) to transport to secure location in Pine Island district. A Flamingo personnel supplied with a radio and boat checksheet will be designated to coordinate with this crew.
- 17) Secure all loose items (wood, PVC, Special Projects items, etc.) during this Operational Period.
- 18) Coordinate with Utilities staff to ensure fuel tanks have access to sewage and water treatment area. Drive around the District; report any problems to the Maintenance and Visitor Protection Group Supervisors. Ensure any problems are taken care of immediately.
- 19) Both the Liaison Officer and the Flamingo Branch Director will be in contact with concession location management regarding shutdown procedures.
- 20) Ensure the mosquito sprayer is serviced, secured, and ready to be used after the storm.**
- 21) Branch Director will submit personnel assignments and needs for the Advanced Hurricane Prep Operational Period to the Operations Section Chief prior to the afternoon planning meeting. Ideally the same individuals who assisted with Shuttering and Equipment Relocation during preliminary will be retained. .
- 22) 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) Complete aircraft and vessel patrols of the backcountry, ensuring all parties are accounted for.
- 2) Complete the evacuation of non-essential vehicles and vessels, including VIP and park resident boats and trailers.
- 3) Move heavy equipment to Flamingo Whales.
- 4) 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.
- 5) 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.
- 6) The fire engine, ambulance, one patrol car, and one vehicle will remain in the District until the very end of this Operational Period. The safety of concession and Park Service personnel remaining in the District is the first consideration.
- 7) Load a chain saw with fuel tank (with pre-mixed fuel), supply kit, loppers, and Personal Protective Equipment into two appropriate vehicles (SUV, Fire Truck).
- 8) The 2-3 vessels that were left in Flamingo (F4, F7, F9) are stored in the emergency storage building.

- 9) Any remaining canoes, Jon Boats, etc., are filled partially with water to prevent them blowing away.
- 10) The wind sock at the helispot is dropped to the ground and secured.
- 11) The flag in front of the Visitor Center is lowered, folded and stored in the Interpretation office.
- 12) The shuttering project is completed. Residents are again advised they are responsible for securing front and rear porch shutters (those that are easily reached) and those shutters that are controlled from inside. **Any problems have to be dealt with now.**
- 13) Complete securing of all offices (refer to Checklist for Computer Users in the Hurricane Plan). 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.
- 14) The park may close during this Operational Period. Visitors will be 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) Liaison Officer and Branch director will coordinate contact with 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 shelter at headquarters or Pine Island.
- 20) Branch Director will submit personnel assignments and needs for the Final Hurricane Prep Operational Period to the Operations Section Chief prior to the afternoon planning meeting.
- 21) CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.
- 22) During final evacuation of Flamingo staff, all non-essential vehicles will be relocated to PI Maintenance.

Final Hurricane Prep 24-0 Hours Before Landfall

- 1) All personnel are evacuated except for the Strike Team (typically consists of 1 utility person, Branch Director and Visitor Services Group Supe). **No exceptions.**
- 2) 2-3 staff from other branches may be needed to help shuttle vehicles.
- 3) 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.
- 4) 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) Individuals assigned to the Strike Team will be identified and their names will be submitted

to the Operations Section Chief prior to afternoon Planning Meeting.

- 8) CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.

Post Hurricane Recovery

- 1) All Staff call EVER/DRTO Emergency Hotline to receive park closure updates, leave a message reporting post-storm status and to request assistance, if needed. Report to designated work station as directed.
- 2) The Strike Team will drive to Flamingo together, where they will be equipped with the SUV/pick up (chain saw equipped), patrol car, and utility truck.
- 3) The Strike Team will identify any immediate life and safety hazards in the occupied areas of the District.
- 4) The Strike Team will provide initial assessments of any damage in the District and submit any needed resource orders to Operations Section Chief
- 5) 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.
- 6) Resource orders are submitted for work crews as problems are encountered. Work crews are instructed to be self-sufficient during this Operational Period.
- 7) Liaison is notified when it is safe for concession personnel to have access to the area for facility assessments.
- 8) Standing orders are initiated for two 240 – 3 phase generators and six or eight residential generators as needed.
- 9) CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.
- 10) Rangers complete a thorough boat patrol of the 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 2-3 boats that were kept in the emergency storage building for the initial patrol. Rangers should take a digital camera to assist with facilities assessment. A complete assessment of District facilities may require several operations periods at least.

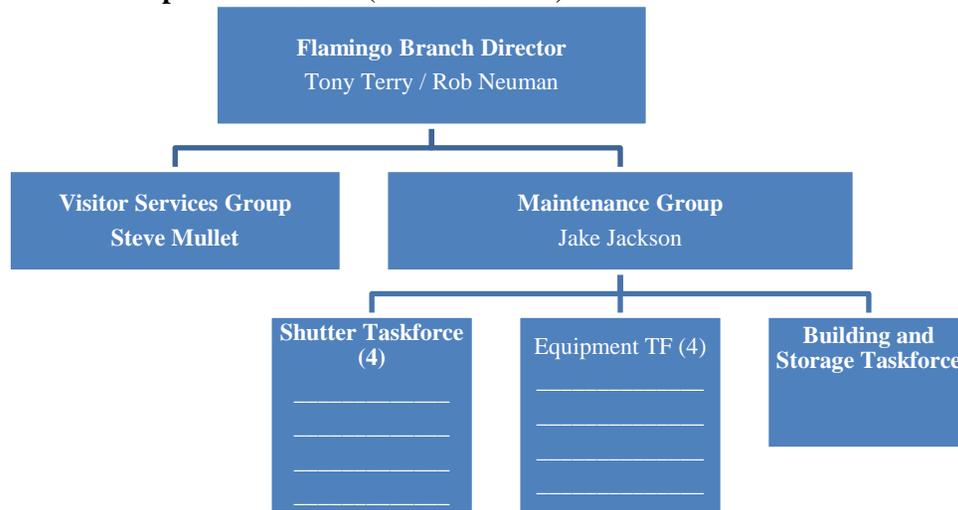
Hurricane Breakdown

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) Prior to afternoon Planning Meetings, submit resource assignments and requests 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. When possible use the same individuals who assisted during the hurricane prep.

- 3) Prior to afternoon Planning Meetings, submit resource assignments and requests for personnel to take shutters down. When possible, use the same individuals who assisted during the hurricane prep and the same worker restrictions apply: 1) lift 50 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 uninstall shutters.
- 4) 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.
- 5) 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.
- 6) The Visitor Center, Ranger Station and Maintenance Office will have items uncovered and computers brought back online.
- 7) The campground is made ready for the public. Only picnic tables in open loops are returned to the sites.
- 8) All bulletins posted during the evacuation are removed.
- 9) Work crews that have completed their tasks are reassigned or released by the Branch Director with advisement from the Group Supervisors.
- 10) Any items secured in elevated storage locations are returned to their regular storage area.
- 11) The "red bags" stored in the fire engine are removed and the items replaced in the fire lockers.
- 12) Advise the Operations Section Chief about the level of guest services the concession can provide prior to reopening to the public.
- 13) CTR's are faxed to Finance and Unit Logs are faxed to Operations at the end of the Operational Period.

Figure XX. Flamingo Branch Organization Chart and anticipated staffing needs (subject to change on an incident by incident basis)
Preliminary and Advanced Hurricane Preparation Period (72-48 hrs BLF)



Final Hurricane Preparation Period (24 hrs BLF)



Dry Tortugas Operations Section Hurricane Checklist

Dry Tortugas National Park functions as an Operations Section under the EVER/DRTO Hurricane Incident Management Team. The DRTO Operations Section includes the Dry Tortugas Group, the Key West Group and the M/V Fort Jefferson Group. 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 group 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, family members in housing 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.
- If an employee has family in government housing, designate someone to keep family members updated on hurricane status while employee is away for training/detail.
- Notify onsite Med Unit Leader of any special medical conditions or needs, submit info in confidential “Blue Envelope”.
- 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 after June 1st at Courthouse or DMV office by airport).
- All non-DRTO employees staying overnight must check in at the DRTO HQ office upon arrival during hurricane season. Transient Hurricane Check-In Sheet located on a clip

board, self- sign in. Employees sponsoring visiting parties should ensure that they check in.

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 gas and diesel at Garden Key main storage topped off throughout the hurricane season.
- If a tropical system begins developing more than 100 hours out, ensure Edgewater is fueled to no more than ½ of a tank.
- 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.
- Ensure contractors properly secure equipment and supplies.
- 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 CTRs, Unit Logs and General Message forms in hard copy.
- Collect and store copies of all critical paperwork such as maintenance manuals, EMS forms, charts, etc. in the Bat Cave.
- Ensure that helipad is properly painted; repaint if necessary.
- Secure “display chugs” at interpretive casemates.
- Ensure other agencies/groups secure and remove as much as possible of their gear from the park. 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 in case tower loss occurs.
- Relocate excess radio equipment to 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.
- Store MRE and water supply for Hurricane Shelters in rat-proof containers.

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.
- Remove all empty propane cylinders and replace with new when possible and secure.
- Keep inventories of gas and diesel at Loggerhead Key main storage topped off throughout the hurricane season.
- All patio furniture or other outdoor equipment should be stored inside the boat house when not in use.
- Ensure water storage tanks remain full throughout the season.

Priority 1 Actions: (100-72 hours)

Garden Key

- DRTO Operations Section Chief holds briefing for all DRTO staff.
- Maintain Fuel in all patrol vessels at ½ tank.
- Inform boaters of storm situation in person/radio and advise them to return to mainland if time allows.
- Post info on dock board.
- Raise Marine advisory (hurricane/tropical storm) flags.
- Advise that park resources, including boats, will be unavailable to assist the public during the duration of the storm.
- Empty shed on north coaling dock and shutter door.
- Maintain radio contact with EVER and Loggerhead.
- Designate 2-4 employees who will complete final preparations and be the last to evacuate. These employees may remain on site for the duration of the storm, depending on forecasted conditions.
- All other staff may have the option to take annual leave and evacuate DRTO prior to the mandatory evacuation order.
- Initiate decision process for personnel evacuation from the park (contractors, VIP's, NPS staff, etc.) based on the specific information related to the storm.
- Coordinate with IC and Logistics to implement evacuation plans.
- Fuel tractor, Bobcat, forklift, portable generators, tools.
- Transfer as much gasoline as possible to equipment and holding tanks. Move portable gasoline storage totes into designated fort casemates.
- Shut off dock fresh water supply valve to campground restrooms (located under dock).
- Secure embrasure windows in maintenance area.
- Fill and assemble additional sandbags and place on pallets. Deploy sandbags to areas where they will be needed (doors, windows, cistern covers, etc.).
- Install shutters on inner fort windows (office, crew's, residences).
- Transfer EMS kits to shelters.
- Move hurricane Shelter 1 and Shelter 2 totes from storage area in old Quarters 1702 to corresponding shelters. Totes are not being stored in Shelters 1 and 2 to deter rodents from entering the shelters.
- Cover bookstore and VC equipment with plastic and tape.

- Turn all replica Totten shutters to the closed position (Front 5).
- Discuss alternate communication plans (with Coast Guard, etc.) in advance with the incident team.
- In consultation with the IC, the DRTO OSC will determine the closure schedule of the park.
- DRTO OSC will submit personnel resource assignments and needs for the next operational period to the IC prior to the afternoon Planning Meeting.

Loggerhead Key

- Secure hurricane shutters on little house and big house.
- Transport personnel from Loggerhead to Garden Key for evacuation to Key West.
- Volunteers will be evacuated with DRTO staff to park provided shelter. The volunteer agreement may also be terminated at the volunteer's request or at the DRTO Operations Chief discretion.
- Shut off all propane tanks.

Priority 2 Actions: 72-48 hours

- DRTO Operations Section Chief receives morning briefing from IMT and holds briefing for all DRTO staff.
- Move and secure boats as previously determined. Leave one vessel for response to be pulled during the 48-24 hour period. Remove loose equipment (PFDs, flares, etc.) from boats and store in the fire cache. Secure electronics and wiring compartments with plastic wrap and tape.
- Complete shuttering.
- Collect all monies and unused fee envelopes (dock and campground) from iron rangers and place in safe.
- Fill 5 five gallon tanks with gasoline and diesel and store in flammable lockers.
- At the dock, secure all benches, fire extinguishers (including helicopter pad extinguishers) 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 English and Spanish to alert fishermen in the area.
- Secure lighthouse shutters and doors.
- Secure LP gas cylinders in storage bastion 3.
- Secure composting toilets.
- Secure any loose items inside fort. Turn picnic tables upside down and secure.
- Transfer portable generator, fuel and oil to area outside of second tier shelters, Bastion 1 and/or 3.
- Fully charge all spare radios, batteries and flashlights. This includes camera and video equipment.
- Remove signs from Bush Key and store in sign cache.

- DRTO OSC will submit personnel resource assignments and needs for the next operational period to the IC prior to the afternoon Planning Meeting.
- Remove all fire extinguishers mounted on exterior of new housing 6-plex (Q1718-1723) and plan inside housing unit to the left of mounting location.
- Ensure all windows and doors in new housing 6-plex (Q1718-1723) are closed/latched/locked.

Priority 3 actions: 48-24 hours

- DRTO Operations Section Chief receives morning briefing from IMT and holds briefing for all DRTO staff.
- Remove last patrol boat.
- Shut off diesel supply to dock.
- Disconnect all radio, TV and video equipment in offices and residences to prevent gear being damaged by lightning strikes.
- Take down all signs (VC, office, etc.) and store by Bastion 3.
- Sandbag the pump station, cistern covers, and generator room windows.
- Cover office with plastic and tape.
- Pack small office equipment and files (office, archival, interpretive) in action packers and drums.
- Residents fill available containers with water.
- Cover valuable personal items with plastic and tape.
- Staff that will remain in shelters will transport food/personal items to shelters.
- Stage plastic buckets and coolers in quarters to collect water from leaking casemates.
- DRTO OSC will submit personnel resource assignments and needs for the next operational period to the IC prior to the afternoon Planning Meeting.

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

Garden Key

- DRTO Operations Chief receives morning briefing from IMT and holds briefing for all remaining DRTO staff.
- Lower hurricane flags to prevent breakage of flag pole.
- Remaining employees carry computer server with them to hurricane shelter or off island.
- Shut off all propane tanks.
- Notify EVER dispatcher when preparations are complete. Maintain contact every two hours or as agreed upon. If regular communications are not feasible, initiate alternate plans (with Coast Guard, etc.).
- In the event that staff members use the hurricane shelters, staff with EMS training should be split evenly between the two shelters.
- Go to storm shelters based on the evacuation plan. Designated 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

- Personnel designated to remain on Garden Key may shelter in their own residences up to a Cat 1. However, if the storm is upgraded to Cat 2 or higher, personnel will relocate to 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 between shelters 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 Operations Section Chief.
- Address any injuries or medical issues.
- Clear helipad of debris to provide for evacuation of any parties injured during storm or recovery operations.
- Conduct headcount/roll calls of staff at DRTO and notify Dispatch.
- Contact Dispatch and advise IMT of status.
- Evacuated employees will call the EVER/DRTO Emergency Hotline to check in.
- Submit an initial resource order, if necessary, for food, water, personnel, equipment, and or tools through IMT.
- Photograph damages and report to IMT as soon as possible. Submit resource order for FMSS specialist. Priority placed on utility/communications systems and housing units needed to safely support personnel.
- As soon as weather and conditions permit, begin initial assessment of Garden Key.
- As soon as weather and conditions permit, launch vessel and assess Loggerhead, Bush, Long, Hospital, Middle, and East Keys and all navigational aids and regulatory buoys.
- Clear any fallen trees or branches. Assess utility systems/equipment 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 use areas for opening such as dock, Fort, VC, swim beach, and campground.
- Replace signs and missing swim buoys with floats.
- Place government vehicles back in parking spaces at Poinciana and Coast Guard base.
- Residents may open shutters of occupied housing.
- Maintain CTRs and Unit Logs.
- Hold safety briefing at beginning of operational period.
- Remember that completing operations safely is the number one objective.

Key West Group

Key West General Preparations – also see Dry Tortugas Operation Section

- DRTO Operations Section Liaison Officer (LOFR) will review Florida Keys Area Committee incident plans and locate Emergency Operations Centers in Lower Florida Keys.

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 for an extended period.
- Secure all loose outdoor items, such as patio furniture, whenever vacating Poinciana units for extended for an extended period.
- Place a spare set of labeled personal vehicle keys in unit 1644D large key box so that vehicles may be moved from the parking lot or USCG base. Only the DRTO OSC and DRTO DIVS have the code for the key box.
- 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 enclosures at front entrances.

Preliminary & Advanced Hurricane Preparations

- DRTO Operations Section LOFR will make contact with EOCs.
- Conduct necessary hurricane preparations to NPS offices/areas at Eco Discovery Center and NOAA Office. Defer to hurricane plan of 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 facilities as appropriate.

Final Hurricane Preparations

- DRTO Operations Section LOFR will provide DRTO OSC and Liaison Officer at the ICP of advanced notice of Monroe County evacuation orders. Once evacuation order is given DRTO LOFR will transfer to ICP. LOFR may be transferred sooner by DRTO OSC.
- All non-essential personnel should be released from the incident to complete their personal preparations.

Storm Duration

- Follow evacuation plan.

Post Hurricane Recovery

- DRTO Operations Section LOFR will rejoin Monroe County EOC to coordinate
- Employees call-in to EVER/DRTO Emergency Hotline to notify incident team of status.
- Assess Poinciana government vehicles, office buildings and equipment and advise DRTO OSC of FMSS needs.

Hurricane Breakdown

- Residents may remove hurricane shutters from occupied Poinciana Housing.
- Return equipment, documents, and materials to offices, if removed during preparation.

Protection of South Florida Collections Management Center (SFCMC) Items Located at 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 (e.g., cannon balls, flank defense Howitzer) should be covered with plastic.

Other Artifacts Around the Fort

In addition to the objects on exhibit in the visitor center, the following is museum property:

- 10 large cannon on top of the fort (6 Rodman gun and 4 Parrotts)
- 3 slide carriages on the ground floor of Bastion 6
- 2 wheeled vehicles in ground floor casemates on Front 6
- Cuban chug on Front 4

The wheeled carts should be moved further inside the fort, towards or even into bastions if possible. No additional hurricane preparedness is feasible for the other objects given size, location, and/or likely greater impact of the attempt to protect them. Emphasis should be placed on post-storm assessments.

Protecting Resource Management Records

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". Given working conditions at the park, it is possible the records could also be in employee quarters. The SFCMC has removed many of the permanent records from DRTO to the archives. However, given that records continue to be created, staff should not assume that everything "important" has gone to the SFCMC.

If records are to remain in place, and flooding is a risk, employees should remove records from the bottom (or more) drawers of filing cabinets. To protect from roof leaks, filing cabinets, bookshelves, and desks should be covered with plastic before a storm. Depending on the storm's track and severity, it may be advisable to move records deemed critical to the park to the 2nd floor of the engineer officer's quarters. What needs to be moved and when needs to be determined on a case-by-case basis by the DRTO Park Manager. If a storm impacts the park, the SFCMC will coordinate (through incident command) response for recovery of museum collections.

M/V Fort Jefferson Group

Hurricane preparations for the M/V Fort Jefferson are unique because movement of the vessel 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 at all times while underway. We can run 24 hours per day but each crew member can only operate the boat for 12 hours.

Crew/phone/email

Vessel Phone
305-215-4767

Captain – Tim Arter
tim_arter@nps.gov

Operations Officer – Jim Nimz
jim_nimz@nps.gov

Standby Crew – Kayla Nimmo
kayla_nimmo@nps.gov

Standby Crew – Tracy Ziegler
tracy_ziegler@nps.gov

General Season Preparations

- Review hurricane plan with crew and other DRTO Groups.
- 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.
- Secure all miscellaneous equipment/supplies stored 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.
- While berthed in Key West maintain waste water connection to Coast Guard base and keep waste water holding tanks empty.
- All crew members will keep passport current and readily available for the unlikely event that the vessel is forced to dock at a foreign port.
- Ensure storage shed on Coast Guard base is clean and organized.

Preparation Actions: 96 hours

- Check that crew is prepared to depart when called.
- Attend USCG Sector Key West hurricane brief.
- Top off all diesel tanks.
- Top off gasoline for skiff.
- If generators are within 10 hours of oil change, change oil/filters and fuel filters.
- Move vehicles to Poinciana.
- Clear dock area and secure shed.
- Prepare vessel for heavy weather.
- Submit crew list for crew list and evacuation plan to DRTO OSC.
- Submit crew list for evacuation to USCGKW 305-292-8727.

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 closest 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, the crew should be ready to depart 72 hours prior to landfall.***

Evacuation Actions: 72 hours

- All crew report to vessel.
- Report vessel/crew readiness to USCGKW and DRTO Ops Chief.
- 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 following factors.
 - USCG vessels are much faster than our boat.
 - We might hinder their operation.
 - They have large crews and we do not.
 - We have different missions.
 - USCG 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 DRTO OSC of our situation prior to leaving USA waters. If DRTO OSC cannot be reached, then contact the IC or Superintendent.

After Reaching Safe Harbor

- If Possible, notify Ops Chief of arrival, failing that, contact EVER dispatch of arrival.
- Make any final preparations such as extra lines, or clearing decks.

Post Hurricane

- Call EVER/DRTO Emergency Hotline and report status and receive park closure status.
- 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.

DRTO Operations Personnel List

(Use this list and the above org chart to determine staff availability and plan the next day's operational period staffing and fax/email to Planning Section Chief.

Resource	Division	Availability
Arter, Tim	MVFJ	
Bass, James (Adam)	DRTO	
Clark, Kelly	DRTO	
Fuellner, David	DRTO	
Fueschel, John (Nick)	DRTO	
Gottshall, Tree	DRTO	
Mitchell, Wayne	DRTO	
Moran, Patrick	DRTO	
Nimmo, Kayla	MVFJ	
Nimz, Jim	MVFJ	
Simpson, Glenn	DRTO	
Spade, John	DRTO	
Ziegler, Tracy	MVFJ	
Vacant Seasonal Ranger (I) (To be filled during this hurricane season)	DRTO	
Vacant Seasonal Ranger (I) (To be filled during this hurricane season)	DRTO	
Vacant LE Ranger (To be filled during this hurricane season)	DRTO	
Vacant Maintenance Mechanic (To be filled during this hurricane season)	DRTO	

Availability: D = Assigned to DRTO Operations, A = Available to assist EVER, U = Unavailable

DRTO & Poinciana Housing Evacuation Plan

The Evacuation Plan is based on the assumption that storm intensity can increase suddenly, therefore the Park will prepare for a storm that is one category higher than forecasted to make landfall. For purposes of this Evacuation Plan, employees include: permanent and temporary employees, Everglades Association employees, Eastern National 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 less 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
- Employees may be evacuated up to the last ferry.
- Seaplane – Will assist with evacuations from Garden Key as much as they are able. The DRTO OSC will stay in contact with the seaplane company to determine timing of seaplane evacuations, which will depend on weather conditions and the forecast track of the storm.

- 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 and the DRTO OSC will evaluate preparation priorities, timeframes, and arrange for release of employees to coordinate with ferry and seaplane schedules. The DRTO OSC will also notify IC of transportation plans.

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 hours, the team will initiate 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.

Garden Key

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

Category 1-2 – All but 2-4 designated employees will evacuate Garden Key after the majority of hurricane preparations are completed. The 2-4 designated employees will remain at the Fort and evacuate to the hurricane shelter in Bastions 1 and 3.

Category 3-5 – If transportation is feasible, all employees will evacuate Garden Key. All but 2-4 designated employees will evacuate Garden Key after the majority of hurricane preparations are completed. The 2-4 designated employees will remain to complete final preparations and be the last to evacuate. If conditions do not permit evacuation, employees will ride out the storm in the onsite hurricane shelters. Employees will install the gate in the sally port before final evacuation.

Poinciana

Residents may remain in Poinciana Housing until Monroe County issues a mandatory evacuation of Key West. See the Monroe County evacuation plan for “Phased Evacuation”

(<http://www.monroecounty-fl.gov/index.aspx?NID=462>). 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, if requested.

Shelter options:

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

The DRTO OSC will notify the Logistics Section Chief at the start of the incident with the names of park residents needing shelter, number of family members and pets, and provide

updates if that information changes. Employees will be expected to check-in with the Incident Management Team representatives upon arrival at the designated shelter. DRTO OSC will designate a group leader who will communicate with the incident management team representative. Employees should evacuate with their own personal preparedness kit and be prepared to provide for themselves for 72 hours after the storm.

Evacuation

- 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.
- Ensure vehicle has a full tank of fuel before beginning 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 (available after June 1st at Courthouse or DMV office by airport).

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

The DRTO Operations Section LOFR will advise DRTO OSC and Liaison Officer at the ICP of status of re-entry into Monroe County. Evacuated employees may not return to Poinciana housing or Key West until the Monroe County evacuation order has been lifted. After the storm, employees should follow check-in procedures. (See Appendix A. Employee Responsibilities) DRTO employees should call the EVER/DRTO Emergency Hotline to report post-storm status and receive park closure status before returning to Key West.

Garden Key Hurricane Shelter Inventories 2014

For the 2014 Hurricane Season, DRTO has changed for a module cache system for its hurricane shelters. Shelters 1 and 2 will have identical sets of totes with supplies cached in each tote. The tote inventories will be inspected and managed by the DRTO LE Staff prior to the beginning of each hurricane season and then monthly during hurricane season.

Shelter 1		Shelter 2	
Description	Quantity	Description	Quantity
Tote 1		Tote 1	
MRE Case (12 meals)	2	MRE Case (12 meals)	2
Water (gallon jug)	8	Water (gallon jug)	8

Tote 2		Tote 2	
MRE Case (12 meals)	2	MRE Case (12 meals)	2
Water (gallon jug)	8	Water (gallon jug)	8
Tote 3		Tote 3	
coleman stove	1	coleman stove	1
stove fuel	1	stove fuel	1
Pot, cooking	1	Pot, cooking	1
lamp, coleman	1	lamp, coleman	1
toilet paper	4	toilet paper	4
paper towels	4	paper towels	4
Tote 4		Tote 4	
Pads, sleeping	6	Pads, sleeping	6
Cot, sleeping	3	Cot, sleeping	3
flashlight	2	flashlight	2
batteries	2	batteries	2
first aid kit	1	first aid kit	1
pump hand sanitizer	1	pump hand sanitizer	1
portable crank radio	1	portable crank radio	1
General Shelter 1		General Shelter 2	
portable toilet	1	portable toilet	1
trash cans	2	trash cans	2
folding table	1	folding table	1

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 Group
Key West Group
M/V Fort Jefferson Group
Incident Commander
Incident Command Post
Superintendent's Office
SERO
SER Emergency Coordinator

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

(Additional preparedness recommendations may be found at <http://www.ready.gov/hurricanes>)

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)

- | | |
|---|--|
| <p>___ 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 bar– remember special dietary needs (Be sure to include some items that do not require cooking.)</p> <p>___ 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.)</p> <p>___ Disposable plates and utensils or mess kit</p> <p>___ Can opener, bottle opener</p> <p>___ 1 set of sheets, blanket, pillow or sleeping bag</p> <p>___ Towel & washcloth</p> <p>___ Toothpaste, toothbrush, soap and other personal hygiene items</p> <p>___ Pain relievers, prescription drugs, any other medical needs.</p> <p>___ Change of clothing including rain gear, sturdy shoes, hat</p> <p>___ Cards, books, magazines, games, videos, music</p> | <p>___ Battery operated clocks and radios</p> <p>___ Headlamp and/or flashlight</p> <p>___ Small battery operated fan</p> <p>___ Extra batteries (if using rechargeable batteries, ensure that all have a full charge)</p> <p>___ Battery operated lanterns</p> <p>___ Candles, matches in plastic bag</p> <p>___ Reusable water bottle</p> <p>___ Plastic garbage bags and zippered storage bags</p> <p>___ Knife or scissors</p> <p>___ Flushable wet wipes</p> <p>___ Copy of Car Keys in Poinciana lock box in case vehicles have to be moved.</p> <p>___ Make sure all electronics are unplugged and stored safely. (Especially important ones, i.e.: Computer, TV, Radios)</p> |
|---|--|
- In the event of evacuation from DRTO, also add:**
- | |
|--|
| <p>___ Emergency cash or traveler’s checks (Cash machines may be inoperable and credit may</p> |
|--|

not be accepted on Key West or the mainland.)

___ Identification / Important documents

___ First aid kit

___ Camp stove & fuel

___ Bathe and have a good meal before leaving home

___ Full tank of gas in vehicle/s

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:

Time	Meeting	Location	Participants
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 Microsoft Excel by the RESL. Due to the flexibility of most resource commitment during the hurricane preparation stage, Excel is a better resource tracking tool than ISUITE. However, should the incident progress the RESL should be prepared to load resources into ISUITE. The RESL will also work with Operations and PSC 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

At the end of each operational period each Branch Director will submit a Resource Tracking Form to the Plans section. This form includes the names of all Branch personnel, their availability, and division assignment for the next operational period.

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 EVER/DRTO Emergency 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 Logistics Section Chief should notify the Resource Unit Leader about the location of park residents during the storm (hotel, out-of-town, park housing).

Documentation Unit

The Documentation Unit Leader (DOCL) 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 DOCL 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 documentation can and should be saved in electronic form saved on

the HQ Shared drive. Necessary hard copies include all documents with signatures (IAP's, Delegation of Authority, Transfer of Command and the Close of Delegation of Authority). These signed documents should be scanned and saved electronically as well. 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, DOCL will create a list of all those who should submit Unit Logs, will check them off for each period, and follow up with reminders.

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.

Housing for Park Residents

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.

The Logistics Section Chief will complete the list of personnel and hotel assignments at the 100-hour mark. **Under NO circumstances is any individual to remain in housing alone.**

A Hurricane Evacuation Info Sheet and Checklist (pg 106) will be provided to affected employees 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.

- **Pine Island, Flamingo, Key Largo & East Everglades**

Park housing residents, including those in the Florida Bay District (Key Largo), Flamingo District, East Everglades District and Pine Island District will be housed in commercial lodging. Park residents also have the option to make their own arrangements at their own expense.

Pine Island personnel may remain in their assigned housing, with the exceptions of personnel in trailers, modular structure #105, and structure #108, if the storm is predicted to be a Category II or less. If weather conditions are predicted to reach Hurricane Category III, all Pine Island residents will be evacuated from Park Housing.

The Flamingo, Pine Island, Key Largo, and Northeast District Branch Directors will contact the Logistics Section with names of individuals evacuating, which the Logistics Section Chief will confirm with the park housing director.

- **...Gulf Coast District & Tamiami Subdistrict**

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

- **DRTO – Garden Key and Poinciana (see DRTO Section, pg. 79-84)**

Four options will be available to employees and will be determined by storm conditions. Dry Tortugas Operations Section Chief will work with the IC, the Logistics Section Chief, and the employees to determine the best option for the particular storm event.

- Fort
- Commercial lodging
- County shelter

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.

Files Storage

Important Florida Bay and Flamingo District files storage is available if necessary. Contact the Logistics Section Chief 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 after Flamingo is evacuated. Refer to the Medical Plan. At Dry Tortugas National Park, the medical unit will be located in the Dr. Mudd Memorial Clinic at the Fort; Due to the isolated nature of DRTO, their Medical Unit will fall under the command of the DRTO Operations Section Chief.

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 1st 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.

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

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.

Hurricane Evacuation 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.

If staying in a designated shelter:

2. Report to the designated check-in area. They will direct you to the shelter.
3. When you arrive at your designated shelter, the you will be assigning a sleeping area, shown 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, please contact a shelter employee.

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 dedicated to the Nike Missile and is no longer available for storage of any kind.

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.

Property Storage Inventory - 2014

Description	EVER ID#	NPS Number	Present Location	Hurricane Storage Location	Property Officer
Boats					
18' Boston	F1	60009	Flamingo	Nike Missile Hanger	Tony Terry
24' Sea Hunter	F2	63132	Flamingo	Remain In Flamingo	Tony Terry
21' Carolina	F3	59936	Flamingo	To Nike Hanger June 12th	Tony Terry
16' Carolina	F4	60062	Flamingo	Remain In Flamingo	Tony Terry
16' Dolphin	F6	71619	Flamingo	To Nike Hanger June 12th	Tony Terry
17' Dolphin	F7	60167	Flamingo	Stay In Flamingo	Tony Terry
20' Dolphin	F8	60203	Flamingo	Nike Hanger June 12th	Tony Terry
18' Boston	F9	71339	Flamingo	Remain In Flamingo	Tony Terry
25' Boston	F10	60043	Flamingo	Tie Down Robertson	Tony Terry
24' Sea Hunter	F12	63017	Flamingo	Tie Down Robertson	Tony Terry
19' Boston	K1	60006	Key Largo	Tie Down Key Largo	David Fowler
18' Dolphin	K2	71620	Key Largo	Tie Down Key Largo	David Fowler
18' Dolphin	K3	60011	Key Largo	Tie Down Key Largo	David Fowler
20' Lake&Bay	K5	60080	Key Largo	Tie Down Key Largo	David Fowler
20' Lake&Bay	K6	60072	Key Largo	Tie Down Key Largo	David Fowler
20' Intruder	E2	63074	Gulf Coast	Tie Down BICY	Tom Iandmarino
18' Boston	E3	60003	Gulf Coast	Tie Down BICY	Tom Iandmarino
18" Sea Ark	E4	63068	Gulf Coast	Tie Down BICY	Tom Iandmarino
16' Carolina	E5	63055	Gulf Coast	Tie Down BICY	Tom Iandmarino
22' Pathfinder	E6	60205	Gulf Coast	Tie Down BICY	Tom Iandmarino
22' Pathfinder	E7	60222	Gulf Coast	Tie Down BICY	Tom Iandmarino
18' Boston	I1	60005	Flamingo	Nike Missile Hanger	Bob Showler

16' Sea Ark	I2	60164	Gulf Coast	Tie Down BICY	Susan Reece
22' Hurricane	I3	63122	Key Largo	Tie Down Key Largo	Alan Scott
16' Canoe Trailer		None	Gulf Coast	Tie Down BICY	Susan Reece
24' Sea Hunter	R1	63138	Flamingo	Nike Missile Hanger	Damon Rondeau
18' Sea Hunter	R2	63146	Flamingo	Nike Missile Hanger	Damon Rondeau
17' Mako	R3	54948	Flamingo	Nike Missile Hanger	Mark Parry
15' Boston	R4	59964	Key Largo	To Nike Hanger	Damon Rondeau
15' Guardian	R5	63159	Key Largo	Tie Down Key Largo	Damon Rondeau
18' Boston	R6	60214	Key Largo	Tie Down Key Largo	Damon Rondeau
19' Boston	R7	60179	DBC	Tie Down Key Largo	Vicki McGee-Absten
15' Guardian	R10	63062	Key Largo	Tie Down Key Largo	Vicki McGee-Absten
18' Sea Hunter	R11	63047	DBC	Nike Missile Hanger	Mark Parry
14' Alumacraft	R12	60153	DBC	Iori Building	Damon Rondeau
18' Maverick	R15	63026	Key Largo	Tie Down Key Largo	Vicki McGee-Absten
30' Houseboat and Pontoons	R17	60016	Flamingo	Tie Down Robertson	Damon Rondeau
16' Oquawka	R18	63153	DBC	Nike Missile Hanger	Jeff Kline
Airgator w/Jon Boat on top		7472/36237	DBC	Nike Missile Hanger	Damon Rondeau
USGS Jon Boat		N/A	DBC	Nike Missile Hanger	Damon Rondeau
26' SEA ARK	M1	60157	Gulf Coast	Tie Down BICY	William Wagner
16' Carolina	M2	60186	Gulf Coast	Tie Down BICY	William Wagner
24' Barge EC	M7	63071	Gulf Coast	Tie Down BICY	William Wagner
22' Boston	M4	42865	Flamingo	Nike Missile Hanger June 1st	Robert Neuman
24' Barge	M5	63046	Flamingo	Tie Down Robertson	Robert Neuman
25' Carolina	F11	63082	Flamingo	To Nike Hanger June 12th	Robert Neuman
17' Boston	F5	60010	Flamingo	To Nike Hanger June 12th	Robert Neuman
16' Carolina Skiff	TBD	TBD	Flamingo	To Nike Hanger June 12th	Robert Neuman

Airboats

12' Kline Airboat		59872	Iori Building	Iori Building	Damon Rondeau
12' DiamondBack		63085	Iori Building	Iori Building	Damon Rondeau
18' DiamondBack		63020	Iori Building	Iori Building	Damon Rondeau
12' Antique Arms		59971	Iori Building	Iori Building	Jeff Kline
12' Kline Airboat	Excess	54847	Chekida Glider Port	Chekika Glider Port	Cindy Morris
13' Floral City		60149	Tamiami	East Everglades	Cindy Morris
13' Floral City		60150	East Everglades	East Everglades	Cindy Morris
13' Floral City		60152	East Everglades	East Everglades	Cindy Morris
10' Diamondback		71681	East Everglades	East Everglades	Cindy Morris
12' Diamondback	Excess	59999	Al Mercado Diamond Back	?	Al Mercado/Cindy Morris
14' Diamondback		63076	Cocoa	Cocoa Beach	Al Mercado
12' Panther		36445	Pine Island Chekida Glider	PI Ranger's Garage	Al Mercado
12' Airboat		47901	Port	Chekika Glider Hanger	Hillary Cooley

**Flamingo Maint Heavy
Eqp**

New Holland DA70 w/bushhog		60140	FLAM Maint Yard	Drive To The Wells	Robert Neuman
New Holland DA70 w/bushhog		60141	FLAM Maint Yard	Drive To The Wells	Robert Neuman
New Holland Backhoe		60142	FLAM Maint Yard	Drive To The Wells	Robert Neuman
Kubota M110 w/batwing		60020	FLAM Maint Yard	Drive To The Wells	Robert Neuman
Skid Steer loader		60139	FLAM Maint Yard	Drive To WWTP	Robert Neuman
Forklift		59970	FLAM Maint Yard	Drive To WWTP	Robert Neuman
Toro Motors		N/A	FLAM Maint Yard	Trailer To Pine Island Maint	Robert Neuman

Cargo & Travel Trailers

CRO Trainee Travel Trailer	60147	Gulf Coast	Tie Down BICY	Tom Iandmarino
CRO Trainee Travel Trailer	60148	Florida Bay	Tie Down Robertson	Dave Fowler
Maint SP Cargo Trailers (2)	None	Pine Island	Tie Down Robertson	Glenn Walker
PI Maint Recycle Trailers (4)	None	Pine Island	Tie Down Robertson	Glenn Walker
Generator Fuel Trailers (3)	None	Pine Island	PI Mantence Garage	Glenn Walker
Flam Canoe Trailers (2)	None	Nike Site	To Nike Hanger June 12th	Bob Showler
EE Canoe Trailer (1)	None	Robertson	To Nike Hanger June 12th	Allyson Gantt
S/V Recycle Trailer (1)	None	Shark Valley	Tie Down BICY	William Wagner
CRO MOCC Trailer (1)	None	Pine Island	To Nike Hanger	Bruce Gantt
PI Interp Cargo Trailer (1)	None	Pine Island	To Nike Hanger June 12th	Sabrina Diaz
PI Interp Bicycle Trailer (1)	None	Nike Hanger	To Nike Hanger June 12th	Sabrina Diaz
Concessions Travel Trailer	60232	East Ever OC	Tie Down East Ever OC	Tim Woody
Concessions Travel Trailer	60233	Pine Island Maint Pine Island Housing Trailer	Tie Down In Place	William Gordon
Concessions Travel Trailer	60234	Pad	Tie Down In Place	William Gordon
Concessions Travel Trailer	60235	Key Largo	Tie Down Key Largo	David Fowler

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.

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.

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. The Fire Cache at the Robertsons Building maintains 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 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 – Medical Plans

Medical Plan Gulf Coast District	1. Incident Name General Hurricane Season	2. Date Prepared May 2014	3. Time Prepared	4. Operational Period				
5. Incident Medical Aid Station								
Medical Aid Stations	Location			Paramedics				
				Yes No				
Park Headquarters	Chief Ranger Office (Park Headquarters, Pine Island) 40001 State Route 9336, Homestead FL			X				
6. Transportation								
A. Ambulance Services								
Name	Address	Phone	Paramedics					
			Yes	No				
Collier County Sheriff Dispatch	3301 Tamiami Trail East, Building J	239-774-4434	X					
Collier County EMS	8075 Lely Cultural Parkway, Suite: #267 Naples, FL 34113	305-718-6444	X					
			X					
B. Incident Ambulances								
Name	Location			Paramedics				
				Yes No				
Collier EMS	Everglades City or Port of the Islands			X				
7. Hospitals								
Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Grnd		Yes	No	Yes	No
Naples Community Hospital	350 7 th Street North Naples, FL	15 min	50 min	239 436 5000	X			X
Physicians Regional Hospital	8300 Collier Blvd, Naples FL	15 min	35 min	239-354-6000	X			X
Jackson Memorial Hospital	1611 NW 12 th Avenue Miami, FL	20 min	75 min	305 585 1111	X		X	
Jackson South Community Hospital	9333 SW 152 nd Street, Miami FL	NA	40 min	305 251 2500		X		X
Baptist Hospital	8900 Kendall Drive Miami, FL	35 min	90 min	305-596-1960	X			X
8. Medical Emergency Procedures								
<ul style="list-style-type: none"> - Contact EVER dispatch (radio call number 784) during medical emergencies, EMT on scene and/or medical unit leader to determine appropriate transportation. - Notify injured person's supervisor - Prepare necessary documentation 								
9. Prepared by (Medical Unit Leader)					10. Reviewed by (Safety Officer)			
Tom Iandiamario								

Medical Plan East Everglades District	1. Incident Name General Hurricane Season	2. Date Prepared May 2014	3. Time Prepared	4. Operational Period				
5. Incident Medical Aid Station								
Medical Aid Stations	Location			Paramedics Yes No				
6. Transportation								
A. Ambulance Services								
Name	Address	Phone	Paramedics Yes No					
Miami-Dade Fire/Rescue	Station 60, 17605 SW 248 th Street Additional stations throughout Dade county	EVER dispatch 305-242-7740 Ground rescue 9-1-1 Air rescue 305-506-8576	X					
American Medical Response (AMR)	7255 NW 19 th Street, Miami, FL 33126	305-718-6444	X					
B. Incident Ambulances								
Name	Location			Paramedics Yes No				
7. Hospitals								
Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Grnd		Yes	No	Yes	No
West Kendall Baptist	.9555 SW 162 nd Ave Miami, FL 33196	10 min	30 min	(786) 467-2000	X			X
Baptist Hospital	8900 Kendall Drive Miami, FL	15 min	45 min	305 596 1960	X			X
Homestead Hospital	975 Baptist Way Homestead, FL 33033 Intersection of Campbell Dr. & SW 147 th Ave	15 min	45 min	786 243 8000	X			
Jackson South Community Hospital	9333 SW 152 nd Street, Miami FL	NA	35 min	305 251 2500		X		X
Jackson Memorial Hospital	1611 NW 12 th Avenue Miami, FL	15 min	60 min	305 585 1111	X		X	
8. Medical Emergency Procedures								
<ul style="list-style-type: none"> - Contact EVER dispatch (radio call number 784) during medical emergencies, EMT on scene and/or medical unit leader to determine appropriate transportaion - Notify injured person's supervisor - Prepare necessary documentation 								
9. Prepared by (Medical Unit Leader)			10. Reviewed by (Safety Officer)					

Pine Island / Maintenance / Reasearch MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period	
5. Incident Medical Aid Station					
Medical Aid Stations	Location			Paramedics Yes No	
On-site	Engines / Patrol Vehicle will have crew first aid kits.			X	
6. Ground Ambulances					
Name	Address	Phone	Paramedics Yes No		
Miami Dade Fire Rescue	STATION 16 NW 2 nd Street, Homestead, FL	Everglades Dispatch 784	X		
Miami Dade Fire Rescue – Venom Response Team	MIAMI DADE COUNTY	786-336-6600	X		
7. Air Ambulance Services					
Name	Address	Phone	Paramedics Yes No		
Miami Dade Air Rescue South	TAMIAMI AIRPORT	Everglades Dispatch 784	X		
8. Fireline Resources					
Name	Location	Paramedics Yes No			
Assigned Engines	Engines have crew first aid kits.			X	
Assigned / Available LE Resources	Flamingo / Pine Island			X	
9. Hospitals					
Name	Address	Travel Time Air Ground	Phone	Helipad Yes No	Trama/Burn
Homestead Hospital	975 Baptist Way Homestead, FL. 33033 25°28'47.17"N 80°25'48.99"W	10 min 60 min	786-243-8000	X	NO
West Kendall Baptist Hospital	9555 Southwest 162nd Court Miami, FL 33196 25°40'41.29"N 80°27'21.21"W	15 min 1.5 hours	786-467-2000	X	NO
Baptist Hospital	8900 North Kendall Drive Miami, FL 33176 25°41'3.98"N 80°20'18.97"W	20 min 1.5 hours	786-596-1960	X	NO
Kendall Regional	11750 SW 40 Street Miami, FL 33175 25°43'50.62"N 80°23'10.55"W	30 min 2 hours	305-223-3000	X	2 NO
Jackson Memorial	1611 NW 12 th Avenue Miami, FL 33136 25°47'31.39"N 80°12'47.57"W	45 min 2.5 hours	305-585-1111	X	1 YES
10. Medical Emergency Procedures					
<p>Upon occurrence of a “MAJOR” medical or accident involving significant injury on the fireline, the closest <i>Group Supervisor</i> should respond directly to the scene to take control of the situation and direct necessary actions. If the <i>Group Supervisor</i> is unavailable, the <i>nearest fireline Supervisor</i> needs to take charge.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clear all radio traffic on incident “Command Channel” – Use command freq to co-ordinate response <input type="checkbox"/> Obtain and facilitate nearest EMT’s to the scene. <input type="checkbox"/> If additional medical assistance or transportation is necessary contact EVER COMM Center (784). <input type="checkbox"/> Provide 784 with Nature of Problem <input type="checkbox"/> # Injured <input type="checkbox"/> Condition & Vitals <input type="checkbox"/> Location (GPS coordinates). <input type="checkbox"/> Coordinate and facilitate appropriate transportation for injured, EMT will remain in charge of patient(s) <input type="checkbox"/> Remove all unnecessary personnel from the accident scene – notify Burn Boss. <input type="checkbox"/> Secure the scene area and identify witnesses, keep a log <p><u>Dan Beard Helispot available for medivac operations:</u> N 25° 23.16 W 80° 41.00</p>					

Medical Plan Florida Bay District	1. Incident Name General Hurricane Season	2. Date Prepared May 2014	3. Time Prepared	4. Operational Period				
5. Incident Medical Aid Station								
Medical Aid Stations	Location			Paramedics				
				Yes No				
Park Headquarters	Chief Ranger Office (Park Headquarters, Pine Island) 40001 State Route 9336, Homestead FL			X				
6. Transportation								
A. Ambulance Services								
Name	Address	Phone	Paramedics					
			Yes	No				
Miami-Dade Fire/Rescue	Station 16, 325 NW 2 nd 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					
Key Largo Volunteer Ambulance	98700 O/S Hwy, Key Largo, FL 33037	FHP-EMS, 305-451-2766	X					
American Medical Response	7255 NW 19 th 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. Incident Ambulances								
Name	Location			Paramedics				
				Yes No				
NPS Flamingo Ambulance	Flamingo During evacuation: Park Headquarters (Pine Island) Rear Parking Lot			X				
7. Hospitals								
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 th Ave.	20 min	35 min	786 243 8000	X			X
Baptist Hospital	8900 Kendall Drive Miami, FL	20 min	60 min	305 596 1960	X			X
Jackson Memorial Hospital	1611 NW 12 th Avenue Miami, FL	20 min	75 min	305 585 1111	X		X	
Jackson South Community	9333 SW 152 nd Street, Miami FL	NA	60 min	305 251 2500		X		X
Fisherman's Hospital	Mile Marker 48.7, Marathon, FL	20 min	60 min	305 743 5533	X			X
Naples Community Hospital	350 7 th Street North Naples, FL	45 min	180 min	239 436 5000	X			X
Mariners Hospital	Mile Marker 91.5, Tavernier, FL	5 min	15 min	305 434 3000	X			X
Lower Keys Med Center	5900 College Rd, Key West, FL 33040	30 min	120 min	305-294-5531	X			X
8. Medical Emergency Procedures								
- Contact EVER dispatch (radio call number 784) during medical emergencies, EMT on scene and/or medical unit leader to determine appropriate transportation.								
- Medical Unit located in Chief Ranger Office, Park Headquarters (Pine Island)- Supplies and equipment staged in Chief Ranger Office- Flamingo Ambulance staged in Park Headquarters (Pine Island) rear parking lot- Notify injured person's supervisor								
- Prepare necessary documentation- Closest Ambulance service, Key Largo Ambulance Corps across US1.- Closest Hospital, <u>Mariners in Tavernier.</u>								
9. Prepared by (Medical Unit Leader)					10. Reviewed by (Safety Officer)			
Tom Iandiamario					Robert Trincado			

Medical Plan Flamingo District	1. Incident Name General Hurricane Season	2. Date Prepared May 2014	3. Time Prepared	4. Operational Period				
5. Incident Medical Aid Station								
Medical Aid Stations	Location			Paramedics Yes No				
Park Headquarters	Chief Ranger Office (Park Headquarters, Pine Island) 40001 State Route 9336, Homestead FL			X				
6. Transportation								
A. Ambulance Services								
Name	Address	Phone	Paramedics Yes No					
Miami-Dade Fire/Rescue	Station 16, 325 NW 2 nd Street, Homestead, FL 33034 Additional stations throughout Dade county	EVER dispatch 305-242-7740 Ground rescue 9-1-1 Air rescue 305-506-8576	X					
Collier County Sheriff Dispatch	3301 Tamiami Trail East, Building J	Police-Fire-EMS	X					
American Medical Response	7255 NW 19 th 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. Incident Ambulances								
Name	Location			Paramedics Yes No				
NPS Flamingo Ambulance	Flamingo During evacuation: Park Headquarters (Pine Island) Rear Parking Lot			X				
7. Hospitals								
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 th Ave.	15 min	20 min	786 243 8000	X			X
Baptist Hospital	8900 Kendall Drive, Kendall, FL 33176	15 min	60 min	786 596 1960	X			X
Jackson Memorial Hospital	1611 NW 12 th Avenue Miami, FL 33136	20 min	75 min	305 585 1111	X		X	
Jackson South Community Hospital	9333 SW 152 nd Street, Miami FL 33157	NA	40 min	305 251 2500		X		X
Fisherman's Hospital	3301 Overseas Hwy Marathon, FL 33050	15 min	60 min	305 743 5533	X			X
Naples Community Hospital	350 7 th Street North Naples, FL 34102	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
8. Medical Emergency Procedures								
- Contact EVER dispatch (radio call number 784) during medical emergencies, EMT on scene and/or medical unit leader to determine appropriate transportation.								
- Medical Unit located in Chief Ranger Office, Park Headquarters (Pine Island)								
- Supplies and equipment staged in Chief Ranger Office								
- Flamingo Ambulance staged in Park Headquarters (Pine Island) rear parking lot								
9. Prepared by (Medical Unit Leader)					10. Reviewed by (Safety Officer)			
Tom Iandiamario					Robert Trincado			

INCIDENT RADIO COMMUNICATIONS PLAN				1. INCIDENT NAME 2014 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 Command Net	1 Local/Simplex	Command	TX 172.525 RX (293) 172.525 (293)	All Zones (Everglades NP)	Incident Communication	
Everglades NP Command Net	2 Repeater	Command Repeater	TX 171.625 (555) RX 172.525 (555)	LPK Repeater	Incident Communication	
Everglades NP Tactical Net	3 Repeater	Command Repeater	TX 171.625 (4F9) RX 172.525 (555)	Flamingo Repeater	Incident Communication	
Everglades NP Tactical Net	4 Repeater	Command Repeater	TX 171.625 (4A4) RX 172.525 (555)	Key Largo Repeater	Incident Communication	
Everglades NP Tactical Net	5 Repeater	Command Repeater	TX 171.625(5B6) RX 172.525 (555)	Pinecrest Repeater	Incident Communication	
Everglades NP Command Net	6 Repeater	Command Repeater	TX 171.625 (61F) RX 172.525 (555)	Gulf Coast Repeater	Incident Communication	
Everglades NP Command Net	7 Repeater	Command Repeater	TX 171.625(656) RX 172.525 (555)	East EVER Repeater	Incident Communication	
Everglades NP Local Net	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					

INCIDENT RADIO COMMUNICATIONS PLAN				1. INCIDENT NAME 2014 Hurricane Season	2. DATE PREPARED April 2011	3. TIME PREPARED 1500
4. BASIC RADIO CHANNEL UTILIZATION						
BRANCH/SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY/T ONE	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**

Incident Command Post	305-242-7758
Fax for Crew Time Reports	305-242-7716
Fax for Resource Orders	305-242-7716
Incident Commander	305-242-7007
Public Information Officer	305-297-0026 (cell)
Operations – EVER	305-242-7758
Operations – DRTO	305-224-4222 Administration office 305-224-4256 Maintenance office 305-224-4255 LE office
Logistics & Plans	305-242-7008
National Weather Service	305-229-4523
Dispatch (emergencies)	305-242-7740

For recorded message updates during and after the hurricane:

Everglades/DRTO Employee Hotline	305-242-7719
Alternate Hotline number	305-224-4280
NPS Emergency Coordination Center	1-800-901-3880
	1-202-351-6185

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

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 provided hotel/motel, the following is applicable.

Authorized – Hotel/Motel

The Everglades Contracting Officer pays for the hotel accommodations for Government Housing Occupants evacuees. The logistics section chief 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 logistics section chief, then the employee is responsible for the cost of their own 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 - Park Travel Coordinator, Sally Hendricks (305-242-7736)
- Secondary Point of Contact: Julie Abreu (305-242-7750)

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).. Vendors should have a tax ID or DUNS number for purchases over \$2500.

All purchase requests over \$3000 must be submitted to the technical specialist – requisitioner via email. The requisitioner will input purchase requests into the Financial and Business Management System (FBMS) . Purchases in excess of \$3000 must 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 Deryck Cruz and may be reached at (305) 242-7796 or by email Deryck_Cruz@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 Emergency Hotline cards for distribution to staff.
- 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.
- 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, through e-mail. Request supervisors to provide to anyone without email access.
- 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.
- Coordinate the update of external outgoing messages on visitor information phone line(s) (ex. 7700) to reflect operational status of park.
- Initiate use of the park's "EVER/DRTO Emergency 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, through e-mail.
- 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.
- Coordinate the update of external outgoing phone messages to reflect operational status of park.
- Update the park's "EVER/DRTO Emergency 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
- Assist in final preparations of the Incident Command Post (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.
- 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.
- Coordinate the update of external outgoing messages on visitor information phone line(s) (ex. 7700) to reflect operational status of park.
- Update the park's "EVER/DRTO Emergency 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.
- 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.
- Coordinate the update of external outgoing messages on visitor information phone line(s) (ex. 7700) to reflect operational status of park.
- Utilize the park's "EVER/DRTO Emergency 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.
- 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.
 - Establish a liaison with the Miccosukee Police Department during each Operational Period to keep them abreast of NE district operations.
 - Establish a liaison with Concessionaires within the park and keep them abreast of operations and park closures.
 - During final Hurricane Preps maintain contact with BICY Rangers to ensure that they do not need any further assistance from NE district staff.
- Update contacts once per operational period.
- Brief agency representative, if assigned.
- Brief concession and contractor liaisons.
- Obtain a vehicle; cell phone and portable radio.
- In the event of a full shut down of dispatch, notify other south Florida parks by the end of Preliminary Hurricane Prep Ops Period 1 (72-48 hours BLF) in order to provide sufficient time to make other communications arrangements.

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 (FNPMA)

Dade County Emergency Operations Office, Fire Department.

Monroe County Emergency Operations Office.

Southern Area Coordination Center

FEMA Representatives at County Emergency Operations Centers

- Dade County

- Collier County
- Monroe County

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.

Contact List (See Appendix I)

Appendices

Appendix A	Employee Responsibilities
Appendix B	Personnel Policy
Appendix C	Delegation of Authority Letter
Appendix D	Transition Plan
Appendix E	Resource Planning Grid
Appendix F	Employee Emergency Contact Information Form
Appendix G	Personal Property Storage Request Memo
Appendix H	Checklist for Computer Users and IT Task Force

Appendix A: 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, **contact the park using the Employee EVER/DRTO Emergency 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 EVER/DRTO Emergency Hotline, please call:**

NPS Emergency Coordination Center	1-800-901-3880
Alternate Line:	1-202-351-6185
Last Resort Number: Park Dispatch	305-242-7740
2. Follow the directions on the Employee EVER/DRTO Emergency 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.

Appendix B 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 may 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 (ADs) 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 C 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.



United States Department of the Interior

NATIONAL PARK SERVICE



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, should be scheduled during daylight hours as much as possible and will follow the NPS Official Travel Driving Policy if working under official travel status.
- 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 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 Park

 Incident Commander

 Date/Time

Appendix E

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
Resource Type								
All Risk Team TI	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
Operations								
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

Category of storm Proximity	1 DIR	1 CLOSE	2 DIR	2 CLOSE	3 DIR	3 CLOSE	4/5 DIR	4/5 CLOSE
Logistics								
Water	N	N	Y	N	Y	Y	Y	Y
Food Supplies	N	N	Y	N	Y	Y	Y	Y
Food Unit	N	N	N	N	Y	N	Y	Y
Portable Toilets	N	N	Y	N	Y	Y	Y	Y
Ice	N	N	Y	N	Y	Y	Y	Y
Generators/fuel	N	N	Y	N	Y	Y	Y	Y
Vehicle fuel	N	N	N	N	Y	Y	Y	Y
Aviation fuel	N	N	Y	N	Y	Y	Y	Y
Sewage Disposal	N	N	Y	N	Y	Y	Y	Y
Radio Kits	Y	N	Y	N	Y	Y	Y	Y
Cellular Phones	N	N	Y	N	Y	Y	Y	Y
Medical Supplies	N	N	Y	N	Y	Y	Y	Y
Medical Unit	N	N	Y	N	Y	Y	Y	Y
Shower Unit	N	N	Y	N	Y	N	Y	Y
Cots/sleeping bags	N	N	?	N	?	N	Y	Y
Vehicles	N	N	N	N	Y	N	Y	Y
Vessels	N	N	N	N	?	N	?	N
Airboats	N	N	N	N	?	N	?	N

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
Resource Type								
Plans								
Finance								

Appendix F

Emergency Notification Information (Revised as of 2014)

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 #: _____

Cellular Phone #: _____

Non-GOV Email Address: _____

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 | <input type="checkbox"/> SFL Ecosystem Restoration Task Force |

Supervisor: Rich Ahern _____

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, seconds)

OR

Latitude: __° _____'

Longitude: __° _____' (degrees, decimal min.)

Type of Home: (check one)

Single Family

Trailer

Condo

Townhouse

Apartment

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)

Dan Beard Center

Dry Tortugas NP

East Everglades M/V Fort Jefferson (Key West)

Entrance Station

Everglades Association

FIU

Flamingo

Gulf Coast

Headquarters

Key Largo

Key West

Krome Center

Loop Road

Pine Island

Pine Island

Robertson Building/Fire Cache

Royal Palm

Shark Valley

Supply

Tamiami

West Palm Beach

Office Telephone #

Employment Status: (check one)

Permanent

Temporary

Volunteer

Term

Seasonal

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.)

Appendix G. Personal Property Storage Request

Any employee living in government housing who wishes to store personal property in Everglades National Park secure storage facilities (example: storing a personal water vessel in a designated tie-down spot), must receive permission from the Superintendent by submitting the following form. Space is limited and provided on a first come, first serve basis.

Appendix H

Checklist for Computer Users (Updated: 6-8-2013)

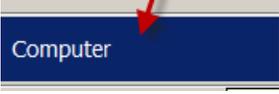
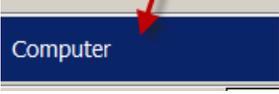
Individual Responsibilities

Upon implementation of the EVER/DRTO Hurricane Plan, all employees with files on a NPS laptop or desktop shall protect and secure them according to these instructions.

I. Computer Users are responsible for backing up their important work files to their Home Directory. Instructions are provided below and also on SharePoint:

(<http://share.inside.nps.gov/sites/EVER/Ever%20HQ/Admin/IT%20Shared%20Documents/Forms/AllItems.aspx>)

1. Do not wait until the day before a hurricane to back up 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 work files on the file server and not on your computer hard drive. Personal files shall be written to a USB thumb drive (user provided), DVD-R, CD-R.

3. Go to Start  , Computer  
4. Double click on the C drive  OS (C:) , open the Users  Users Folder, open your profile folder  amorrison
5. Right click of the folders and copy to your home directory. If you do not have a Home directory, copy files to an USB flash drive, DVD, or CD-R.



II. Secure Your Computer Equipment

1. Properly shut down and disconnect all electrical equipment from the power source and set on your desk, cover with plastic.
2. Document what computer equipment you have (i.e., one Dell desktop and monitor, keyboard, mouse, printer, etc...)
3. If you do not have a Home Directory, then store your backups in the safest place possible.
4. Again, user is responsible for backing up work files on the Home directory or your Division folders on the file server.
5. These operational data files are consistently being backed up to tape media and stored off-site.

III. Network Services

The Information Technology 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.

IV. Post-Storm

The Information Technology 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.

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 Branch Task Force will assist when available to do so. They will be mobilized; 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

Information Technology Task Force (Rapid Response Team)

The IT Branch will mobilize to shut down or remove; satellite dishes, servers, switches, and other networking equipment. Due to leave and unplanned events these Task Force members and scheduled locations could change.

DRTO / Key West: On-Site NPS personnel

Krome:

Allan Morrison - Chief, Information Systems - (305)224-4202

Headquarters:

Elizabeth Ross - Information Technology Supervisor - (305)224-4219

Pine Island:

Timothy Moore - Telecommunications Specialist – (305)242-7784

Daniel Beard:

Miles Anderson - Information Technology Specialist - (305)224-4259

Gulf Coast:

Carlos Mateo - Information Technology Specialist - (305)242-7738

Robertson & Fire Cache Building:

Miles Anderson - Information Technology Specialist - (305)224-4259

Flamingo Areas:

Allan Morrison - Chief, Information Systems - (305)224-4202

Shark Valley, Tamiami, Loop Road

Josue Urbaez - Information Technology Specialist - (305)242-7022

Key Largo:

John Lara - Information Technology Specialist - (305)224-4225

Loxahatchee:

Luis Pacheco - Information Technology Specialist - (305)224-4248