

HURRICANE ACTION PLAN

for the

City of Sanibel, Florida

July, 2016



City of Sanibel

Division of Emergency Management

Table of Contents

Title Page	1
Table of Contents	2
Foreword	3
Mayor, Vice-Mayor, City Council, City Manager, City Attorney.....	4
Hurricane Action Plan by Time Windows, with Position Responsibilities	5 - 30
Time Window 6 (72 - 60 Hours) Code Blue	5 - 14
Time Window 5 (60 - 48 Hours) Code Green	15 - 18
Time Window 4 (48 - 36 Hours) Code Purple	18 - 21
Time Window 3 (36 - 27 Hours) Code Orange	21 - 24
Time Window 2 (27 - 18 Hours) Code Red	24 - 27
Time Window 1 (18 - 00 Hours) Code Black	28 - 30
Hurricane Action Plan by Position Responsibilities, with Time Windows	31 - 62
City Council	31 - 31
City Manager	32 - 34
City Attorney	35 - 36
City Clerk.....	37 - 38
City Liaison.....	39 - 39
Administrative Services Director.....	40 - 41
Building Director	42 - 44
Finance Director.....	45 - 46
Management Information Systems Director.....	47 - 48
Natural Resources Director.....	49 - 50
Planning Director	51 - 52
Police Chief.....	53 - 55
Public Works/Utilities Director	56 - 60
Recreation Director	61 - 62
Emergency Mobilization Organization Chart.....	63

Foreword

When a tropical storm or hurricane threat is identified by the Lee County Emergency Operations Center, the City weather consultant, and the National Hurricane Center, the City of Sanibel will implement the Sanibel Hurricane Action Plan.

Plan Goal: Ensure personnel safety and protect property.

Plan Purpose: List the tasks that need to be completed, and who is responsible for them.

Plan Methodology: Tasks are completed according to ‘Time Windows’ as a storm approaches.

Mayor, Vice-Mayor, Council, City Manager, City Attorney

Mayor	Kevin Ruane
Vice Mayor	Mick Denham
Council Member	Marty Harrity
Council Member	Jim Jennings
Council Member	Chauncey Goss
City Manager	Judie Zimomra
City Attorney	Kenneth Cuyler

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

Time Window 6 (72 - 60 Hours) Code Blue

CITY COUNCIL:

1. Cancel Council meetings scheduled within the next 72 hours.
2. Council members implement family emergency plan.
3. With as much public notice as possible, convene special Council meetings to review emergency related resolutions and ordinances.
4. Mayor coordinate with the City Manager and City Attorney for legislative actions in support of response tasks, and administrative actions under disaster emergency powers,
5. Establish emergency policies.
6. Direct allocation of contingency funds for emergency purposes.
7. Establish and maintain contact with legislative bodies on county and/or state levels.
8. Request City Attorney provide legal advice.
9. Review and oversee strategies for recovery that address mitigation and post-disaster redevelopment issues.

CITY MANAGER:

1. Open communication with the County Emergency Operations Center (EOC), the City weather consultant, and Community Partners.
2. Assemble City EOC staff in MacKenzie Hall. Discuss Sanibel's vulnerability, and choose a plan of action. Set next meeting. Staff to be given time to implement their family emergency plan (6 hours *minimum*).
3. Verify directors are completing duties in each Time Window.
4. Review laws and inter-local agreements.
5. Via the Mayor, provide information to Council and media. Designate a media spokesperson.
6. Work with the Mayor and City Attorney on legislative actions in support of response tasks, and administrative actions under disaster emergency powers, as necessary.
7. Establish time frames for scheduled meetings.
8. Provide additional telephone assistance to administrative and non-police departments.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

9. Implement family emergency plan.
10. Prepare and release public safety messages.
11. Consider public announcements for voluntary early evacuation by:
 - a. Special Needs, elderly and FISH clients
 - b. accommodations industry
 - c. businesses
 - d. multi-family residences
 - e. single-family residences
12. Consider when to direct MIS to begin City EOC set-up. (*Per MIS 100 man hours required*).

CITY ATTORNEY:

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Provide legal advice to City Council.
4. Work with the Mayor and City Manager on legislative actions in support of response tasks, and administrative actions under disaster emergency powers, as necessary.
5. Work with City Clerk to prepare disc with public notices and documents for Special/Emergency City Council meetings.
6. Implement family emergency plan.
7. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.
8. Complete Supply and Equipment Inventory Forms provided by Finance.

CITY CLERK:

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility. (Coordinate with Admin Services Director)
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Complete Supply and Equipment Inventory Forms provided by Finance.
4. Implement family emergency plan.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

5. Assist Planning Dept. in posting cancelled meeting notices.
6. Procure office equipment needed at City EOC.
7. Prepare disc with public notices and documents for Special/Emergency City Council meetings (work with Legal Department).
8. Attend all City Council meetings; certify City documents; maintain records of City Council meetings.
9. Coordinate with City Manager and City Attorney to ensure continuity of City Council legislative processes.
10. Prepare/post public notices and agendas for Special/Emergency City Council meetings.
11. Begin collecting staff and City Council supplies such as nameplates, gavel and microphone, flags and recording equipment for Emergency/Special City Council meetings.
12. Request laptop from MIS for use at off-island location.
13. Request MIS prepare a final Laserfiche backup.
14. Gather records that have not been laserfished for removal to City EOC: Contracts, last 2 years of City Council minutes, resolutions and ordinances.
15. Verify all emergency contracts are executed.
16. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

CITY LIAISON:

1. Report to City Manager.
2. Attend County EOC meetings. Pass information to City Manager.
3. Implement family emergency plan.
4. Begin emergency supplies container packing.

ADMINISTRATIVE SERVICES DIRECTOR:

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility. (Coordinate with City Clerk for Legislative staff)
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

3. Initiate management of off-island lodging for City Council and essential staff; meeting rooms; space for City EOC; and public area for disseminating information.
4. Prepare schedule of duties for City EOC staff.
5. Implement family emergency plan.
6. Complete Supply and Equipment Inventory Forms provided by Finance.
7. Draft and distribute a memorandum, upon City Manager approval, that details the pay policy for hours worked during each hurricane phase: pre-hurricane, mobilization, and recovery.
8. Gather hurricane supplies, files and documents for use at the City EOC.
9. Review documents for safe keeping during the emergency.
10. Schedule staff to work extended hours at City Hall.
11. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

BUILDING DIRECTOR:

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Alert/update personnel that may be activated, such as structural safety inspector teams.
4. Prepare Structural Safety Inspector forms.
5. Complete department Gasoline In Storage checklist. Document availability of heavy equipment and fuel supplies. Check conditions of storage, including gaskets in caps, and how supplies can be obtained.
6. Survey construction sites:
 - a. Document current location, contractors planned storage location, and operator information for heavy equipment including bulldozers, front-end loaders, backhoes, and cranes. Provide a copy to Public Works.
 - b. Give orders to secure construction materials and partially constructed buildings before the contractors depart.
7. Secure department documents, records and equipment.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

8. Complete Supply and Equipment Inventory Forms provided by Finance.
9. Implement family emergency plan.
10. Suspend permit issuance, and plan review/acceptance. Cancel regular meetings.
11. Update State Certified and Sanibel Certified contractor lists
12. Supply and complete the Structural Safety checklists:
 - a. Team Back Packs
 - b. City Issued Equipment for Individual Inspectors
 - c. Required Personal Items
 - d. Recommended Personal Items
13. Prepare Evacuation Teams to go door-to-door to give Evacuation Notices.
14. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

FINANCE DIRECTOR:

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Distribute Supply and Equipment Inventory Forms to each department (the form is in the Finance Department SEMP files). Request departments review, complete and return the forms with their list of anticipated needs during Preparedness, Response and Recovery phases. Include "FEMA" timesheets with this plan. Review with City EOC for approval.
4. Implement family emergency plan.
5. Secure department documents, records and equipment.
6. Accumulate essential items needed for off-site operations:
 - a. Contact bank to arrange cash withdrawal (amount to be determined based on storm track, intensity and estimated time). Coordinate with Police Department to deliver cash to Finance Director. Cash to be secured in lockbox under the Finance Director's personal control;
 - b. Paper form checks and manual checks;
 - c. Signature fob and check printer;
 - d. Purchase cards.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

7. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.
8. Arrange with bank the procedures to enable employees to cash checks immediately upon issuance. Discuss positive pay implications. Determine which branch this will be performed at if off-site location is activated.

MGMT. INFORMATION SYSTEMS DIRECTOR:

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility. Determine if supplemental staffing is needed.
2. Schedule staff time to implement their family emergency plan (6 hours *minimum*).
3. Determine if Sungard Disaster Recovery Services should be activated.
4. Inventory supplies.
5. Review duties of Emergency Communications Team through team meeting.
6. Review Damage Assessment laptops, cell phones, SEMP van and other technology equipment.
7. Email PC preparation plan to City employees. Provides reminder and instruction on pc storage.
8. Upon City Manager direction, complete City EOC Set-up Checklist. (*100 man hours required*)
9. Upon request of the City Clerk, provide laptop for use at off-island location.
10. Upon request of the City Clerk, prepare a final Laserfiche backup.
11. Complete Supply and Equipment Inventory Forms provided by Finance.
12. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

NATURAL RESOURCES DIRECTOR

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff time to implement their family emergency plan (6 hours *minimum*)
3. Inventory emergency equipment and supplies.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

4. Complete Supply and Equipment Inventory Forms provided by Finance.
5. Implement family emergency plan.
6. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

PLANNING DIRECTOR:

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff time to implement their family emergency plan (6 hours *minimum*).
3. Check status of steps TW6 1 & 2 above six-hours after initial calls to essential personnel.
4. Cancel Planning Commission meetings scheduled within the next 72 hours.
5. Notify Planning Commission members, and affected applicants, of cancelled meetings.
6. Publicize Planning Commission meeting cancellations. Post notices on the board by elevator, and send emails.
7. Suspend permit issuance.
8. Implement family emergency plan.
9. Calculate island occupancy and clearance time. Report clearance time to City Manager.
10. Prepare documents for storage in City vault. Active development applications and materials; long-form review application files; others TBD.
11. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

POLICE CHIEF:

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Personnel reporting for duty will bring:
 - a. Radio charging units
 - b. Extra clothing
 - c. All-weather gear
 - d. Cell phones, charger, extra batteries
 - e. Department issued flashlight and charger

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

- f. Bedding
 - g. Personal items for at least three days: Toiletries, medications, others.
3. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
4. Post news releases to City:
 - a. Website
 - b. Facebook and Twitter pages
 - c. Email database
 - d. Hurricane Hotline
5. Use fire and law enforcement personnel to go door to door or use public address systems. For the purpose of locating elderly or shut in type residents unaware of the evacuation order.
6. Initiate Incident Command Structure.
7. Monitor evacuation routes for items below. Report problems to City and County EOC's.
 - a. Signage
 - b. Debris
 - c. Flooding
 - d. Wind
8. Check vehicles and equipment; start repairs immediately.
8. Implement family emergency plan.
9. Complete Supply and Equipment Inventory Forms provided by Finance.
10. Secure department documents, records and equipment. The Operations Lieutenant will take any necessary special considerations to secure weapons, ammo, evidence, etc. The Major will coordinate any relocation of records for safekeeping.
11. (Emergency Management Specialist) Before reporting to the City Manager for City Liaison duties, conduct Hurricane Pass Program turnover to Administrative Assistant. Provide:
 - a. Current pass spreadsheet
 - b. Applications, passes, informational flyers, brochures
 - c. Maps
 - d. Hurricane Hotline instructions
 - e. Instruction and answer questions
12. Open/maintain communications with County Sheriff for causeway assessments of wind speed and physical conditions such as wind speed, water over the roadway, etc.
13. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

PUBLIC WORKS/UTILITIES DIRECTOR:

Public Works

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Radio checks:
 - a. Check Public Works primary 800-trunked channel.
 - b. Advise EOC for testing cross-communications with police and fire departments.
4. Replace missing evacuation signs as reported by the Police Department.
5. Test emergency generators. Fill fuel tanks and oil levels.
6. Fill portable non-potable water tanks.
7. Load evacuation barricades with lights and sandbags onto trucks for staging at critical locations per PW Barricade Deployment Plan.
8. Check weirs for free operation and access. Begin fresh water level observation and continue every six hours per the Weir Control Policy – Resolution #94-75..
9. Implement family emergency plan.
10. Complete Supply and Equipment Inventory Forms provided by Finance.
11. Get list of on-island privately owned construction equipment from Building.
12. If directed install storm panels at Library, Lighthouse Cottages, Center 4 Life, and Public Works Building.
13. Fill all vehicle fuel tanks and oil levels. Fill all supply tanks.
14. Protect and secure all department documents, records and equipment.
15. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

Utilities

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Complete department Hurricane Plan procedures to inventory emergency response equipment and supplies; contact suppliers of emergency equipment; initiate formal emergency assistance agreements.
4. Complete Supply and Equipment Inventory Forms provided by Finance.
5. If directed install storm panels at Donax.
6. Fill all vehicle fuel tanks and oil levels. Fill all supply tanks.
7. Implement family emergency plan.
8. Ensure plant site emergency equipment staging area is available. Verify businesses, F.P.L., L.C.E.C, AmeriGas, Sprint, etc., are relocating equipment to safe locations.
9. Contact and verify emergency numbers and back up plans for evacuation for all contractors and vendors.

RECREATION DIRECTOR:

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Complete the department Hurricane Preliminary Checklist.
4. Review the list of records and other items for storage at off-Island site if needed.
5. Gauge fuel supplies, call appropriate vendor for pre and post-storm supplies.
6. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

Time Window 5 (60 – 48 Hours) Code Green

CITY COUNCIL:

1. Continue duties in previous Time Windows.

CITY MANAGER:

1. Continue information flow to City Council members and media.
2. Coordinate all emergency responses and review completion of all department tasks.
3. Anticipate future time window tasks and timetable for their completion to be coordinated with Probabilistic Warning System based on input from all emergency field teams and advisories from City weather consultant Dave Roberts.
4. Designated staff member to provide for food supplies and other necessary materials at City Emergency Operation Center.
5. Schedule next Executive Staff meeting.
6. Convene Community Partners meeting.
7. Consider “voice override” message via Cablevision.
8. Update information on the City’s web site and Hurricane Hotline.
9. Update compensation rates for mobilization, when necessary.
10. Begin process for packing containers

CITY ATTORNEY:

1. Continue duties in previous Time Windows.
2. Begin emergency supplies container packing.

CITY CLERK:

1. Continue duties in previous Time Windows.
2. Schedule Administrative/Legislative staff to man City Hall phones for extended hours.
3. Prepare public notices and agendas for City Council meetings.
4. Attend Special/Emergency City Council meetings (Deputy Clerk also).
5. Begin emergency supplies container packing.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

CITY LIAISON:

1. Continue duties in previous Time Windows.

ADMINISTRATIVE SERVICES DIRECTOR:

1. Continue duties in previous Time Windows.
2. Secure off-island lodging for City Council and essential staff; meeting rooms; space for City EOC; and public area for disseminating information.
3. Designate a staff member to provide food, supplies and materials at the City EOC.
4. Review essential staff duty assignments and schedule with City Manager.
5. Begin emergency supplies container packing.

BUILDING DIRECTOR:

1. Continue duties in previous Time Windows.
2. Inventory fuel supplies at gas stations and other storage locations. Check for proper protection of fuel.
3. Open communications with Disaster Assessment Team Leader, and Structural Safety Team Leaders.
4. Fill department vehicle fuel tanks.
5. Begin emergency supplies container packing.

FINANCE DIRECTOR:

1. Continue duties in previous Time Windows.
2. Coordinate purchasing and inventory of supplies. Refer to emergency purchasing procedures.
3. Initiate wire transfer for cash needs.
4. Begin emergency supplies container packing.

MANAGEMENT INFORMATION SYSTEMS DIRECTOR:

1. Continue duties in previous Time Windows.
2. Decision to set-up City EOC must be made now. Complete City EOC checklist. (100 man hours required)
3. Provide checklist update to SEMP Director.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

4. Begin emergency supplies container packing.

NATURAL RESOURCES DIRECTOR:

1. Continue duties in previous Time Windows.
2. Ensure that all tasks from previous time windows have been completed.
3. Begin emergency supplies container packing.

PLANNING DIRECTOR:

1. Continue duties in previous Time Windows.
2. Final status check on steps TW6 1 & 2.
3. Update clearance time estimate and report to City Manager.
4. Code Enforcement advises newspaper and magazine companies to remove vending equipment until the city grants them permission to redeploy them.
5. Begin emergency supplies container packing.

POLICE CHIEF:

1. Continue duties in previous Time Windows.
2. Inventory vehicles and fuel supplies.
3. (Records Coordinator) begin process to ensure all reports/records of importance are digitized and saved to off-Island server.
4. Begin emergency supplies container packing.

PUBLIC WORKS/UTILITIES DIRECTOR:

Public Works

1. Continue duties in previous Time Windows.
2. Complete department Secure City Hall Checklist.
3. Complete department Secure Beaches Checklist.
4. Begin container packing.

Utilities

1. Continue duties in previous Time Windows.
2. Perform checks of handheld radio communication net.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

3. Stay in communication with operating personnel.
4. Verify emergency assistance agreements are in effect.
5. Being container packing.

RECREATION DIRECTOR:

1. Continue duties in previous Time Windows.
2. Coordinate with Sanibel School on the after school programs to determine if open or closed.
3. Begin emergency supplies container packing.

Time Window 4 (48 - 36 Hours) Code Purple

CITY COUNCIL:

1. Continue duties in previous Time Windows.

CITY MANAGER:

1. Continue duties in previous Time Windows.
2. Convene City Staff and Community Partners meetings.
3. Communicate with Lee County Emergency Operations via City Liaison.
4. Approve temporary pay status.
5. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

CITY ATTORNEY:

1. Continue duties in previous Time Windows.
2. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

CITY CLERK:

1. Continue duties in previous Time Windows.
2. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports,

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

CITY LIAISON:

1. Continue duties in previous Time Windows.

ADMINISTRATIVE SERVICES DIRECTOR:

1. Continue duties in previous Time Windows.

BUILDING DIRECTOR:

1. Continue duties in previous Time Windows.
2. Contact/update Structural Safety Inspection Team Leaders. Clarify evacuation plans and post-disaster contact numbers.
3. Assist other departments as directed by the City Manager or EOC.
4. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

FINANCE DIRECTOR:

1. Continue duties in previous Time Windows.

MANAGEMENT INFORMATION SYSTEMS DIRECTOR:

1. Continue duties in previous Time Windows.
2. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.
3. Provide checklist update to SEMP Director.

NATURAL RESOURCES DIRECTOR:

1. Review previous time window tasks.
2. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

PLANNING DIRECTOR:

1. Continue duties in previous Time Windows.
2. Code Enforcement instructs newspaper companies to remove news racks. Inform Public Works when all companies have been notified.
3. Update clearance time estimate and report to City Manager.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

POLICE CHIEF:

1. Continue duties in previous Time Windows.
2. (Records Coordinator) complete process ensure all reports/records of importance are digitized and saved to off-Island server.
3. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.
4. Post traffic staff at high traffic points.

PUBLIC WORKS/UTILITIES DIRECTOR:

Public Works

1. Continue duties in previous Time Windows.
2. Reserve additional post-storm clean-up equipment with rental contract company.
3. Finalize arrangements with Disaster Recovery Services & Debris Monitoring contractors.
4. Verify Code Enforcement instructed the companies to remove news racks. If notified and they have not moved them, begin relocating.
5. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

Utilities

1. Continue duties in previous Time Windows.
2. Place filled sandbags and emergency chemicals at appropriate locations for future use per department Emergency Plan.
3. Prepare press release to inform residents that water consumption and sanitary facilities usage must be kept to an absolute minimum.
4. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.
5. Contact and verify emergency numbers and back up plans for evacuation for all contractors and vendors.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

RECREATION DIRECTOR:

1. Continue duties in previous Time Windows.
2. Close facility to public.
3. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

Time Window 3 (36 - 27 Hours) Code Orange

CITY COUNCIL:

1. Continue duties in previous Time Windows.

CITY MANAGER:

1. Continue duties in previous Time Windows.
2. Discuss staff reassignment with Recreation Director.
3. Update pay rates for personnel in mobilization status.
4. Complete emergency supplies container packing.

CITY ATTORNEY:

1. Continue duties in previous Time Windows.
2. Complete emergency supplies container packing.
3. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

CITY CLERK:

1. Continue duties in previous Time Windows.
2. Complete emergency supplies container packing.
3. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

CITY LIAISON:

1. Continue duties in previous Time Windows.
2. Complete emergency supplies container packing.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

3. Report to County EOC full time, or whenever it is activated.

ADMINISTRATIVE SERVICES DIRECTOR:

1. Continue duties in previous Time Windows.
2. Ensure City EOC is manned and staff is advised of duties.
3. Updates with City Manager regarding extended hours for City Hall.
4. Maintain meal/rest schedule for staff.
5. Assign Administrative staff duties, and coordinate with City Clerk on Legislative staff duty assignments.
6. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.
7. Complete emergency supplies container packing.

BUILDING DIRECTOR:

1. Continue duties in previous Time Windows.
2. Contact MIS department to preprint Structural Safety Inspection Forms with completed street addresses.
3. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.
4. Complete emergency supplies container packing.

FINANCE DIRECTOR:

1. Continue duties in previous Time Windows.
2. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.
3. Complete emergency supplies container packing.

MANAGEMENT INFORMATION SYSTEMS DIRECTOR:

1. Continue duties in previous Time Windows.
2. Assist Building department in preprinting Structural Safety Inspection Forms with completed street addresses.
3. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

4. Complete emergency supplies container packing.
5. Complete final backups and store at City EOC.
6. Provide checklist update to SEMP Director.

NATURAL RESOURCES DIRECTOR:

1. Continue duties in previous Time Windows.
2. Complete emergency supplies container packing.
3. Confer with PW on installation of Dixie Beach Blvd and San-Cap Rd storm gates.
4. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

PLANNING DIRECTOR:

1. Continue duties in previous Time Windows.
2. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.
3. Update clearance time estimate and report to City Manager.
4. Complete emergency supplies container packing.

POLICE CHIEF:

1. Continue duties in previous Time Windows.
2. (Administrative Assistant) coordinate with Police Aides and Public Works to complete pick-up and delivery of supplies to City EOC.
3. Keep vehicle fuel tanks topped off.
4. Continue to post traffic staff at high traffic points.
5. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

PUBLIC WORKS/UTILITIES DIRECTOR:

Public Works

1. Continue duties in previous Time Windows.
2. Assist Finance Dept. with stocking supplies.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

3. Stage evacuation barricades with lights and sandbags at critical locations per department Emergency Plan.
4. Contact city's Beach Erosion Monitoring contractor for possible post-storm survey.
5. Confer with Nat Res. on installation of Dixie Beach Blvd and San-Cap Rd storm gates.
6. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

Utilities

1. Continue duties in previous Time Windows.
2. Exercise all emergency equipment to ensure equipment function and reliability.
3. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

RECREATION DIRECTOR:

1. Continue duties in previous Time Windows.
2. Discuss reassignment of staff with City Manager.
3. Complete the Emergency Equipment Transfer Checklist".
4. Confirm shutdown of Recreation Center, Ball Fields, Civic/Senior Center, and other City properties.
5. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
6. Secure Recreation Center and personnel leave for reassignments.
7. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

Time Window 2 (27 - 18 Hours) Code Red

CITY COUNCIL:

1. Continue duties in previous Time Windows.

CITY MANAGER:

1. Continue duties in previous Time Windows.
2. Consider/request outside agency assistance.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

3. Verify office/computer equipment is secured, and hurricane shutters are in place.
4. Verify directors have prepared non-essential staff for evacuation.
5. Evacuate non-essential staff.

CITY ATTORNEY:

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
3. Close roll-down and accordion storm shutters.

CITY CLERK:

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
3. Close roll-down and accordion storm shutters.
4. Evacuate with staff to City EOC.
5. Work with Mayor for requests relative to other elected officials.

CITY LIAISON:

1. Continue duties in previous Time Windows.
2. Receive, place and track requests the City makes of Lee County.

ADMINISTRATIVE SERVICES DIRECTOR:

1. Continue duties in previous Time Windows.
2. Gauge staff stress level.
3. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
4. Close roll-down and accordion storm shutters.
5. Keep staff updated and ensure they are disseminating correct information.

BUILDING DIRECTOR:

1. Continue duties in previous Time Windows.
2. Coordinate emergency plans with Lee County Electric Co-op and Island Water Authority.
3. Load structural safety supplies into vehicles.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

4. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
5. Close roll-down and accordion storm shutters.

FINANCE DIRECTOR:

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
3. Close roll-down and accordion storm shutters.

MANAGEMENT INFORMATION SYSTEMS DIRECTOR:

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
3. Survey status of other employee PC preparations.
4. If evacuating, make preparations to turn off all technology and generator.
5. Provide checklist update to SEMP Director.

NATURAL RESOURCES DIRECTOR:

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.

PLANNING DIRECTOR:

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
3. Update clearance time estimate and report to City Manager.
4. Close roll-down and accordion storm shutters.

POLICE CHIEF:

1. Continue duties in previous Time Windows.
2. *If directed by County EOC*, implement Causeway contra-flow.
3. Continue to post traffic staff at high traffic points.
4. Advise City EOC to have Public Works erect barricades placed earlier.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

5. If ordered by City Council or the City Manager, prepare for Island evacuation.
6. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
7. Close roll-down and accordion storm shutters.

PUBLIC WORKS/UTILITIES DIRECTOR:

Public Works

1. Continue duties in previous Time Windows.
2. When ordered by CM or PD, deploy evacuation barricades with lights and sandbags at critical locations per department Emergency Plan.
3. Move heavy equipment to PW staging area.
4. If manpower is available, assist Police Dept. with evacuation.
5. Per Weir Control Policy Resolution #94-75, open weirs as directed by City Manager. Open Bailey connector and Island Inn Road gates.
6. Secure beach restrooms, Community Park, maintenance buildings. Close sewer valves at Community Park and Boat Ramp.
7. Unplug non-essential office equipment; wrap computer equipment; get items off floors.

Utilities

1. Continue duties in previous Time Windows.
2. Move emergency preparedness equipment from the Plant site to incident staging area.
3. Re-check emergency supplies inventory and secure supplies as necessary.
4. Unplug non-essential office equipment; wrap computer equipment; get items off floors.

RECREATION DIRECTOR:

1. Continue duties in previous Time Windows.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

Time Window 1 (18 – 00 Hours) Code Black

CITY COUNCIL:

1. Continue duties in previous Time Windows.
2. Review contact numbers with the City Manager for re-entry phase and updates.
3. Remaining council members evacuate.

CITY MANAGER:

1. Continue duties in previous Time Windows.
2. Confirm previous time window tasks have been completed.
3. Monitor evacuation results.
4. Review contact numbers with Council for re-entry phase and updates.
5. Release final advisories to residents who have not evacuated.
6. Order emergency power switchover.
7. Prepare for recovery phase.
8. Evacuate essential staff and field teams.

CITY ATTORNEY:

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

CITY CLERK:

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

CITY LIAISON:

1. Continue duties in previous Time Windows.
2. Shelter and perform City Liaison duties at County EOC.

ADMINISTRATIVE SERVICES DIRECTOR:

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

BUILDING DIRECTOR:

1. Continue duties in previous Time Windows.
2. Finalize preparations to conduct Structural Safety Inspections.
3. Evacuate remaining staff.

FINANCE DIRECTOR:

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

MANAGEMENT INFORMATION SYSTEMS DIRECTOR:

1. Continue duties in previous Time Windows.
2. Complete evacuation duties:
 - a. Forward remaining phones to City EOC
 - b. Shutdown server, network hardware, unplug
 - c. Turn off generator.
3. Provide checklist update to SEMP Director.

NATURAL RESOURCES DIRECTOR:

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

PLANNING DIRECTOR:

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

POLICE CHIEF:

1. Continue duties in previous Time Windows.
2. *If directed by County EOC*, implement Causeway contra-flow.
3. Assist Public Works for safe storage of equipment, including traffic counters, etc.
4. Evacuate remaining staff.

PUBLIC WORKS/UTILITIES DIRECTOR:

Public Works

1. Continue duties in previous Time Windows.

Hurricane Action Plan by TIME WINDOW, with Position Responsibilities

2. Secure all possible equipment, including barricades, vehicles, etc.
3. Prepare for damage assessment/post-flood report phases before evacuating by taking pre-storm photos, securing important docs and bring it the EOC for use during recovery.
4. Personnel remaining on island seek shelter as conditions dictate.
5. Evacuate remaining staff.

Utilities

1. Continue duties in previous Time Windows.
2. Complete Secure Plant Site Checklist per department Emergency Plan.
3. Remain alert for system problems and prepare for contingencies.
4. Evacuate remaining staff.

RECREATION DIRECTOR:

1. Evacuate remaining staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

CITY COUNCIL: Time Window 6 (72 - 60 Hours) Code Blue

1. Cancel Council meetings scheduled within the next 72 hours.
2. Council members implement family emergency plan.
3. With as much public notice as possible, convene special Council meetings to review emergency related resolutions and ordinances.
4. Mayor coordinate with the City Manager and City Attorney for legislative actions in support of response tasks, and administrative actions under disaster emergency powers,
5. Establish emergency policies.
6. Direct allocation of contingency funds for emergency purposes.
7. Establish and maintain contact with legislative bodies on county and/or state levels.
8. Request City Attorney provide legal advice.
9. Review and oversee strategies for recovery that address mitigation and post-disaster redevelopment issues.

CITY COUNCIL: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.

CITY COUNCIL: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.

CITY COUNCIL: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.

CITY COUNCIL: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.

CITY COUNCIL: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. Review contact numbers with the City Manager for re-entry phase and updates.
3. Remaining council members evacuate

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

CITY MANAGER: Time Window 6 (72 - 60 Hours) Code Blue

1. Open communication with the County Emergency Operations Center (EOC), the City weather consultant, and Community Partners.
2. Assemble City EOC staff in MacKenzie Hall. Discuss Sanibel's vulnerability, and choose a plan of action. Set next meeting. Staff to be given time to implement their family emergency plan (6 hours *minimum*).
3. Verify directors are completing duties in each Time Window.
4. Review laws and inter-local agreements.
5. Via the Mayor, provide information to Council and media. Designate a media spokesperson.
6. Work with the Mayor and City Attorney on legislative actions in support of response tasks, and administrative actions under disaster emergency powers, as necessary.
7. Establish time frames for scheduled meetings.
8. Provide additional telephone assistance to administrative and non-police departments.
9. Implement family emergency plan.
10. Prepare and release public safety messages.
11. Consider public announcements for voluntary early evacuation by:
 - a. Special Needs, elderly and FISH clients
 - b. accommodations industry
 - c. businesses
 - d. multi-family residences
 - e. single-family residences
12. Consider when to direct MIS to begin City EOC set-up. (*Per MIS 100 man hours required*).

CITY MANAGER: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.
2. Authorize MIS to begin of off-island EOC setup for lodging for City Council and essential staff; meeting rooms; space for City EOC; and public area for disseminating information.
3. Keep Council, staff and public informed.
4. Maintain communications with Lee County EOC.
5. Coordinate emergency responses through the incident commander and appropriate section chiefs.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

6. Anticipate future time window tasks and timetable for completion. Consider the input from emergency field teams, and advisories from the City weather consultant.
7. Schedule next Executive Staff meeting.
8. Convene Community Partners meeting.
9. Update compensation rates for mobilization.
10. Begin emergency supplies container packing.

CITY MANAGER: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.
2. Convene City Staff and Community Partners meetings.
3. Communicate with Lee County Emergency Operations via City Liaison.
4. Approve temporary pay status.
5. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

CITY MANAGER: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Discuss staff reassignment with Recreation Director.
3. Update pay rates for personnel in mobilization status.
4. Complete emergency supplies container packing.

CITY MANAGER: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.
2. Consider/request outside agency assistance.
3. Verify office/computer equipment is secured, and hurricane shutters are in place.
4. Verify directors have prepared non-essential staff for evacuation.
5. Evacuate non-essential staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

CITY MANAGER: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. Confirm previous time window tasks have been completed.
3. Monitor evacuation results.
4. Review contact numbers with Council for re-entry phase and updates.
5. Release final advisories to residents who have not evacuated.
6. Order emergency power switchover.
7. Prepare for recovery phase.
8. Evacuate essential staff and field teams.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

CITY ATTORNEY: Time Window 6 (72 - 60 Hours) Code Blue

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Provide legal advice to City Council.
4. Work with the Mayor and City Manager on legislative actions in support of response tasks, and administrative actions under disaster emergency powers, as necessary.
5. Work with City Clerk to prepare disc with public notices and documents for Special/Emergency City Council meetings.
6. Implement family emergency plan.
7. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.
8. Complete Supply and Equipment Inventory Forms provided by Finance.

CITY ATTORNEY: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.
2. Begin emergency supplies container packing.

CITY ATTORNEY: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.
2. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

CITY ATTORNEY: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Complete emergency supplies container packing.
3. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

CITY ATTORNEY: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
3. Close roll-down and accordion storm shutters.

CITY ATTORNEY: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

CITY CLERK: Time Window 6 (72 - 60 Hours) Code Blue

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility. (Coordinate with Admin Services Director)
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Complete Supply and Equipment Inventory Forms provided by Finance.
4. Implement family emergency plan.
5. Assist Planning Dept. in posting cancelled meeting notices.
6. Procure office equipment needed at City EOC.
7. Prepare disc with public notices and documents for Special/Emergency City Council meetings (work with Legal Department).
8. Attend all City Council meetings; certify City documents; maintain records of City Council meetings.
9. Coordinate with City Manager and City Attorney to ensure continuity of City Council legislative processes.
10. Prepare/post public notices and agendas for Special/Emergency City Council meetings.
11. Begin collecting staff and City Council supplies such as nameplates, gavel and microphone, flags and recording equipment for Emergency/Special City Council meetings.
12. Request laptop from MIS for use at off-island location.
13. Request MIS prepare a final Laserfiche backup.
14. Gather records that have not been laserfished for removal to City EOC: Contracts, last 2 years of City Council minutes, resolutions and ordinances.
15. Verify all emergency contracts are executed.
16. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

CITY CLERK: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.
2. Schedule Administrative/Legislative staff to man City Hall phones for extended hours.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

3. Prepare public notices and agendas for City Council meetings.
4. Attend Special/Emergency City Council meetings (Deputy Clerk also).
5. Begin emergency supplies container packing.

CITY CLERK: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.
2. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

CITY CLERK: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Complete emergency supplies container packing.
3. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

CITY CLERK: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
3. Close roll-down and accordion storm shutters.
4. Evacuate with staff to City EOC.
5. Work with Mayor for requests relative to other elected officials.

CITY CLERK: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

CITY LIAISON: Time Window 6 (72 - 60 Hours) Code Blue

1. Report to City Manager.
2. Attend County EOC meetings. Pass information to City Manager.
3. Implement family emergency plan.
4. Begin emergency supplies container packing.

CITY LIAISON: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.

CITY LIAISON: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.

CITY LIAISON: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Complete emergency supplies container packing.
3. Report to County EOC full time, or whenever it is activated.

CITY LIAISON: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.
2. Receive, place and track requests the City makes of Lee County.

CITY LIAISON: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. Shelter and perform City Liaison duties at County EOC.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

ADMIN. SERVICES DIRECTOR: Time Window 6 (72 - 60 Hours) Code Blue

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility. (Coordinate with City Clerk for Legislative staff)
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Initiate management of off-island lodging for City Council and essential staff; meeting rooms; space for City EOC; and public area for disseminating information.
4. Prepare schedule of duties for City EOC staff.
5. Implement family emergency plan.
6. Complete Supply and Equipment Inventory Forms provided by Finance.
7. Draft and distribute a memorandum, upon City Manager approval, that details the pay policy for hours worked during each hurricane phase: pre-hurricane, mobilization, and recovery.
8. Gather hurricane supplies, files and documents for use at the City EOC.
9. Review documents for safe keeping during the emergency.
10. Schedule staff to work extended hours at City Hall.
11. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

ADMIN. SERVICES DIRECTOR: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.
2. Secure off-island lodging for City Council and essential staff; meeting rooms; space for City EOC; and public area for disseminating information.
3. Designate a staff member to provide food, supplies and materials at the City EOC.
4. Review essential staff duty assignments and schedule with City Manager.
5. Begin emergency supplies container packing.

ADMIN. SERVICES DIRECTOR: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.
2. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports,

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

ADMIN. SERVICES DIRECTOR: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Ensure City EOC is manned and staff is advised of duties.
3. Updates with City Manager regarding extended hours for City Hall.
4. Maintain meal/rest schedule for staff.
5. Assign Administrative staff duties, and coordinate with City Clerk on Legislative staff duty assignments.
6. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.
7. Complete emergency supplies container packing.

ADMIN. SERVICES DIRECTOR: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.
2. Gauge staff stress level.
3. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
4. Close roll-down and accordion storm shutters.
5. Keep staff updated and ensure they are disseminating correct information.

ADMIN. SERVICES DIRECTOR: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

BUILDING DIRECTOR: Time Window 6 (72 - 60 Hours) Code Blue

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Alert/update personnel that may be activated, such as structural safety inspector teams.
4. Prepare Structural Safety Inspector forms.
5. Complete department Gasoline In Storage checklist. Document availability of heavy equipment and fuel supplies. Check conditions of storage, including gaskets in caps, and how supplies can be obtained.
6. Survey construction sites:
 - a. Document current location, contractors planned storage location, and operator information for heavy equipment including bulldozers, front-end loaders, backhoes, and cranes. Provide a copy to Public Works.
 - b. Give orders to secure construction materials and partially constructed buildings before the contractors depart.
7. Secure department documents, records and equipment.
8. Complete Supply and Equipment Inventory Forms provided by Finance.
9. Implement family emergency plan.
10. Suspend permit issuance, and plan review/acceptance. Cancel regular meetings.
11. Update State Certified and Sanibel Certified contractor lists
12. Supply and complete the Structural Safety checklists:
 - a. Team Back Packs
 - b. City Issued Equipment for Individual Inspectors
 - c. Required Personal Items
 - d. Recommended Personal Items
13. Prepare Evacuation Teams to go door-to-door to give Evacuation Notices.
14. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

BUILDING DIRECTOR: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

2. Inventory fuel supplies at gas stations and other storage locations. Check for proper protection of fuel.
3. Open communications with Disaster Assessment Team Leader, and Structural Safety Team Leaders.
4. Fill department vehicle fuel tanks.
5. Begin emergency supplies container packing.

BUILDING DIRECTOR: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.
2. Contact/update Structural Safety Inspection Team Leaders. Clarify evacuation plans and post-disaster contact numbers.
3. Assist other departments as directed by the City Manager or EOC.
4. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

BUILDING DIRECTOR: Time Window 3 (48 - 36 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Contact MIS department to preprint Structural Safety Inspection Forms with completed street addresses.
3. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.
4. Complete emergency supplies container packing.

BUILDING DIRECTOR: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.
2. Coordinate emergency plans with Lee County Electric Co-op and Island Water Authority.
3. Load structural safety supplies into vehicles.
4. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
5. Close roll-down and accordion storm shutters.

BUILDING DIRECTOR: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

2. Finalize preparations to conduct Structural Safety Inspections.
3. Evacuate remaining staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

FINANCE DIRECTOR: Time Window 6 (72 - 60 Hours) Code Blue

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Distribute Supply and Equipment Inventory Forms to each department (the form is in the Finance Department SEMP files). Request departments review, complete and return the forms with their list of anticipated needs during Preparedness, Response and Recovery phases. Include "FEMA" timesheets with this plan. Review with City EOC for approval.
4. Implement family emergency plan.
5. Secure department documents, records and equipment.
6. Accumulate essential items needed for off-site operations:
 - a. Contact bank to arrange cash withdrawal (amount to be determined based on storm track, intensity and estimated time). Coordinate with Police Department to deliver cash to Finance Director. Cash to be secured in lockbox under the Finance Director's personal control.
 - b. Paper form checks and manual checks
 - c. Signature fob and check printer
 - d. Purchase cards
7. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.
8. Arrange with bank the procedures to enable employees to cash checks immediately upon issuance. Discuss positive pay implications. Determine which branch this will be performed at if off-site location is activated.

FINANCE DIRECTOR: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.
2. Coordinate purchasing and inventory of supplies. Refer to emergency purchasing procedures.
3. Initiate wire transfer for cash needs.
4. Begin emergency supplies container packing.

FINANCE DIRECTOR: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.
2. Conduct record keeping of emergency goods, supplies, labor, etc.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

3. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

FINANCE DIRECTOR: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.
3. Complete emergency supplies container packing.

FINANCE DIRECTOR: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
3. Close roll-down and accordion storm shutters.

FINANCE DIRECTOR: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

MGMT. INFORMATION SYSTEMS DIR: Time Window 6 (72 - 60 Hours) Code Blue

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility. Determine if supplemental staffing is needed.
2. Schedule staff time to implement their family emergency plan (6 hours *minimum*).
3. Determine if Sungard Disaster Recovery Services should be activated.
4. Inventory supplies.
5. Review duties of Emergency Communications Team through team meeting.
6. Review Damage Assessment laptops, cell phones, SEMP van and other technology equipment.
7. Email PC preparation plan to City employees. Provides reminder and instruction on pc storage.
8. Upon City Manager direction, complete City EOC Set-up Checklist. (*100 man hours required*)
9. Upon request of the City Clerk, provide laptop for use at off-island location.
10. Upon request of the City Clerk, prepare a final Laserfiche backup.
11. Complete Supply and Equipment Inventory Forms provided by Finance.
12. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

MGMT. INFORMATION SYSTEMS DIR: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.
2. Decision to set-up City EOC must be made now. Complete City EOC checklist. (*100 man hours required*)
3. Provide checklist update to SEMP Director.
4. Begin emergency supplies container packing.

MGMT. INFORMATION SYSTEMS DIR: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.
2. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports,

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

3. Provide checklist update to SEMP Director.

MGMT. INFORMATION SYSTEMS DIR: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Assist Building department in preprinting Structural Safety Inspection Forms with completed street addresses.
3. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.
4. Complete emergency supplies container packing.
5. Complete final backups and store at City EOC.
6. Provide checklist update to SEMP Director.

MGMT. INFORMATION SYSTEMS DIR: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
3. Survey status of other employee PC preparations.
4. If evacuating, make preparations to turn off all technology and generator.
5. Provide checklist update to SEMP Director.

MGMT. INFORMATION SYSTEMS DIR: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. Complete evacuation duties:
 - a. Forward remaining phones to City EOC
 - b. Shutdown server, network hardware, unplug
 - c. Turn off generator.
3. Provide checklist update to SEMP Director.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

NATURAL RESOURCES DIRECTOR: Time Window 6 (72 - 60 Hours) Code Blue

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff time to implement their family emergency plan (6 hours *minimum*).
3. Inventory emergency equipment and supplies.
4. Complete Supply and Equipment Inventory Forms provided by Finance.
5. Implement family emergency plan.
6. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

NATURAL RESOURCES DIRECTOR: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.
2. Ensure that all tasks from previous time windows have been completed.
3. Begin emergency supplies container packing.

NATURAL RESOURCES DIRECTOR: Time Window 4 (48 - 36 Hours) Code Purple

1. Review previous time window tasks.
2. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

NATURAL RESOURCES DIRECTOR: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Complete emergency supplies container packing.
3. Confer with PW on installation of Dixie Beach Blvd and San-Cap Rd storm gates.
4. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

NATURAL RESOURCES DIRECTOR: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

NATURAL RESOURCES DIRECTOR: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

PLANNING DIRECTOR: Time Window 6 (72 - 60 Hours) Code Blue

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff time to implement their family emergency plan (6 hours *minimum*).
3. Check status of steps TW6 1 & 2 above six-hours after initial calls to essential personnel.
4. Cancel Planning Commission meetings scheduled within the next 72 hours.
5. Notify Planning Commission members, and affected applicants, of cancelled meetings.
6. Publicize Planning Commission meeting cancellations. Post notices on the board by elevator, and send emails.
7. Suspend permit issuance.
8. Implement family emergency plan.
9. Calculate island occupancy and clearance time. Report clearance time to City Manager.
10. Prepare documents for storage in City vault. Active development applications and materials; long-form review application files; others TBD.
11. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.
12. Complete Supply and Equipment Inventory Forms provided by Finance.

PLANNING DIRECTOR: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.
2. Final status check on steps TW6 1 & 2.
3. Update clearance time estimate and report to City Manager.
4. Code Enforcement advises newspaper and magazine companies to remove vending equipment until the city grants them permission to redeploy them.
5. Begin emergency supplies container packing.

PLANNING DIRECTOR: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.
2. Code Enforcement instructs newspaper companies to remove news racks. Inform Public

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

3. Works when all companies have been notified.
4. Update clearance time estimate and report to City Manager.
5. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

PLANNING DIRECTOR: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.
3. Update clearance time estimate and report to City Manager.
4. Complete emergency supplies container packing.

PLANNING DIRECTOR: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.
2. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
3. Update clearance time estimate and report to City Manager.
4. Close roll-down and accordion storm shutters.

PLANNING DIRECTOR: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. Evacuate remaining staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

POLICE CHIEF: Time Window 6 (72 - 60 Hours) Code Blue

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Personnel reporting for duty will bring:
 - a. Radio charging units
 - b. Extra clothing
 - c. All-weather gear
 - d. Cell phones, charger, extra batteries
 - e. Department issued flashlight and charger
 - f. Bedding
 - g. Personal items for at least three days: Toiletries, medications, others.
3. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
4. Post news releases to City:
 - a. Website
 - b. Facebook and Twitter pages
 - c. Email database
 - d. Hurricane Hotline

Use fire and law enforcement personnel to go door to door or use public address systems. For the purpose of locating elderly or shut in type residents unaware of the evacuation order.
5. Initiate Incident Command Structure.
6. Monitor evacuation routes for items below. Report problems to City and County EOC's.
 - a. Signage
 - b. Debris
 - c. Flooding
 - d. Wind
7. Check vehicles and equipment; start repairs immediately.
8. Implement family emergency plan.
9. Complete Supply and Equipment Inventory Forms provided by Finance.
10. Secure department documents, records and equipment. The Operations Lieutenant will take any necessary special considerations to secure weapons, ammo, evidence, etc. The Major will coordinate any relocation of records for safekeeping.
11. (Emergency Management Specialist) Before reporting to the City Manager for City Liaison duties, conduct Hurricane Pass Program turnover to Administrative Assistant. Provide:
 - a. Current pass spreadsheet

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

- b. Applications, passes, informational flyers, brochures
 - c. Maps
 - d. Hurricane Hotline instructions
 - e. Instruction and answer questions
12. Open/maintain communications with County Sheriff for causeway assessments of wind speed and physical conditions such as wind speed, water over the roadway, etc.
 13. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

POLICE CHIEF: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.
2. Inventory vehicles and fuel supplies.
3. (Records Coordinator) begin process to ensure all reports/records of importance are digitized and saved to off-Island server.
4. Begin emergency supplies container packing.

POLICE CHIEF: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.
2. (Records Coordinator) complete process ensure all reports/records of importance are digitized and saved to off-Island server.
3. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.
4. Post traffic staff at high traffic points.

POLICE CHIEF: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. (Administrative Assistant) coordinate with Police Aides and Public Works to complete pick-up and delivery of supplies to City EOC.
3. Keep vehicle fuel tanks topped off.
4. Continue to Post traffic staff at high traffic points.
5. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

POLICE CHIEF: Time Window 2 (27 - 18 Hours) Code Red

1. Continue duties in previous Time Windows.
2. *If directed by County EOC*, implement Causeway contra-flow.
3. Continue to post traffic staff at high traffic points.
4. Advise City EOC to have Public Works erect barricades placed earlier.
5. If ordered by City Council or the City Manager, prepare for Island evacuation.
6. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
7. Close roll-down and accordion storm shutters.

POLICE CHIEF: Time Window 1 (18 – 00 Hours) Code Black

1. Continue duties in previous Time Windows.
2. *If directed by County EOC*, implement Causeway contra-flow.
3. Assist Public Works for safe storage of equipment, including traffic counters, etc.
4. Evacuate remaining staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

PUBLIC WORKS/UTILITIES DIRECTOR: Time Window 6 (72 - 60 Hours) Code Blue

Public Works

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Radio checks:
 - a. Check Public Works primary 800-trunked channel.
 - b. Advise EOC for testing cross-communications with police and fire departments.
4. Replace missing evacuation signs as reported by the Police Department.
5. Test emergency generators. Fill fuel tanks and oil levels.
6. Fill portable non-potable water tanks.
7. Load evacuation barricades with lights and sandbags onto trucks for staging at critical locations per PW Barricade Deployment Plan.
8. Check weirs for free operation and access. Begin fresh water level observation and continue every six hours per the Weir Control Policy – Resolution #94-75..
9. Implement family emergency plan.
10. Complete Supply and Equipment Inventory Forms provided by Finance.
11. Get list of on-island privately owned construction equipment from Building.
12. If directed install storm panels at Library, Lighthouse Cottages, Center 4 Life, and Public Works Building.
13. Fill all vehicle fuel tanks and oil levels. Fill all supply tanks.
14. Protect and secure all department documents, records and equipment.
15. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

Utilities

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours minimum).

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

3. Complete department Hurricane Plan procedures to inventory emergency response equipment and supplies; contact suppliers of emergency equipment; initiate formal emergency assistance agreements.
4. Complete Supply and Equipment Inventory Forms provided by Finance.
5. If directed install storm panels at Donax.
6. Fill all vehicle fuel tanks and oil levels. Fill all supply tanks.
7. Implement family emergency plan.
8. Ensure plant site emergency equipment staging area is available. Verify businesses, F.P.L., L.C.E.C, AmeriGas, Sprint, etc., are relocating equipment to safe locations.
9. Contact and verify emergency numbers and back up plans for evacuation for all contractors and vendors.

PUBLIC WORKS/UTILITIES DIRECTOR: Time Window 5 (60 – 48 Hours) Code Green

Public Works

1. Continue duties in previous Time Windows.
2. Complete department Secure City Hall Checklist.
3. Complete department Secure Beaches Checklist.
4. Being container packing.

Utilities

1. Continue duties in previous Time Windows.
2. Perform checks of handheld radio communication net.
3. Stay in communication with operating personnel.
4. Verify emergency assistance agreements are in effect.
5. Being container packing.

PUBLIC WORKS/UTILITIES DIRECTOR: Time Window 4 (48 - 36 Hours) Code Purple

Public Works

1. Continue duties in previous Time Windows.
2. Reserve additional post-storm clean-up equipment with rental contract company.
3. Finalize arrangements with Disaster Recovery Services & Debris Monitoring contractors.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

4. Verify Code Enforcement instructed the companies to remove news racks. If notified and they have not moved them, begin relocating.
5. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

Utilities

1. Continue duties in previous Time Windows.
2. Place filled sandbags and emergency chemicals at appropriate locations for future use per department Emergency Plan.
3. Prepare press release to inform residents that water consumption and sanitary facilities usage must be kept to an absolute minimum.
4. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.
5. Contact and verify emergency numbers and back up plans for evacuation for all contractors and vendors.

PUBLIC WORKS/UTILITIES DIRECTOR: Time Window 3 (36 - 27 Hours) Code Orange

Public Works

1. Continue duties in previous Time Windows.
2. Assist Finance Dept. with stocking supplies.
3. Stage evacuation barricades with lights and sandbags at critical locations per department Emergency Plan.
4. Contact city's Beach Erosion Monitoring contractor for possible post-storm survey.
5. Confer with Nat Res. on installation of Dixie Beach Blvd and San-Cap Rd storm gates.
6. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

Utilities

1. Continue duties in previous Time Windows.
2. Exercise all emergency equipment to ensure equipment function and reliability.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

3. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

PUBLIC WORKS/UTILITIES DIRECTOR: Time Window 2 (27 - 18 Hours) Code Red **Public Works**

1. Continue duties in previous Time Windows.
2. When ordered by CM or PD, deploy evacuation barricades with lights and sandbags at critical locations per department Emergency Plan.
3. Move heavy equipment to PW staging area.
4. If manpower is available, assist Police Dept. with evacuation.
5. Per Weir Control Policy Resolution #94-75, open weirs as directed by City Manager. Open Bailey connector and Island Inn Road gates.
6. Secure beach restrooms, Community Park, maintenance buildings. Close sewer valves at Community Park and Boat Ramp.
7. Unplug non-essential office equipment; wrap computer equipment; get items off floors.

Utilities

1. Continue duties in previous Time Windows.
2. Move emergency preparedness equipment from the Plant site to incident staging area.
3. Re-check emergency supplies inventory and secure supplies as necessary.
4. Unplug non-essential office equipment; wrap computer equipment; get items off floors.

PUBLIC WORKS/UTILITIES DIRECTOR: Time Window 1 (18 – 00 Hours) Code Black **Public Works**

1. Continue duties in previous Time Windows.
2. Secure all possible equipment, including barricades, vehicles, etc.
3. Prepare for damage assessment/post-flood report phases before evacuating by taking pre-storm photos, securing important docs and bring it the EOC for use during recovery.
4. Personnel remaining on island seek shelter as conditions dictate.
5. Evacuate remaining staff.

Utilities

1. Continue duties in previous Time Windows.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

2. Complete Secure Plant Site Checklist per department Emergency Plan.
3. Remain alert for system problems and prepare for contingencies.
4. Evacuate remaining staff.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

RECREATION DIRECTOR: Time Window 6 (72 - 60 Hours) Code Blue

1. Review hurricane plan with department staff. Assign and review job duties and expectations during the emergency. Verify staff has current City Identification. Create an 'essential staff' list requiring lodging at an off-island facility.
2. Schedule staff the time to implement their family emergency plan (6 hours *minimum*).
3. Complete the department Hurricane Preliminary Checklist.
4. Review the list of records and other items for storage at off-Island site if needed.
5. Gauge fuel supplies, call appropriate vendor for pre and post-storm supplies.
6. Contact vendors/contractors to verify emergency numbers and back-up plans if they or the City evacuate.

RECREATION DIRECTOR: Time Window 5 (60 – 48 Hours) Code Green

1. Continue duties in previous Time Windows.
2. Coordinate with Sanibel School on the after school programs to determine if open or closed.
3. Begin emergency supplies container packing.

RECREATION DIRECTOR: Time Window 4 (48 - 36 Hours) Code Purple

1. Continue duties in previous Time Windows.
2. Close facility to public.
3. Very closely monitor weather reports for the expected arrival time of sustained Tropical Storm winds. ALL STAFF will be relieved of their duties early enough to make reports, secure their equipment, and travel to assigned shelters BEFORE sustained TS winds arrive.

RECREATION DIRECTOR: Time Window 3 (36 - 27 Hours) Code Orange

1. Continue duties in previous Time Windows.
2. Discuss reassignment of staff with City Manager.
3. Complete the Emergency Equipment Transfer Checklist”.
4. Confirm shutdown of Recreation Center, Ball Fields, Civic/Senior Center, and other City properties.
5. Unplug non-essential office equipment; wrap computer equipment; get items off floors.
6. Secure Recreation Center and personnel leave for reassignments.

Hurricane Action Plan by POSITION Responsibilities, with Time Windows

7. Prepare non-essential staff for evacuation. Review contact numbers, post-storm employee reporting procedures, and return to work orders.

RECREATION DIRECTOR: Time Window 2 (27 - 18 Hours) Code Red

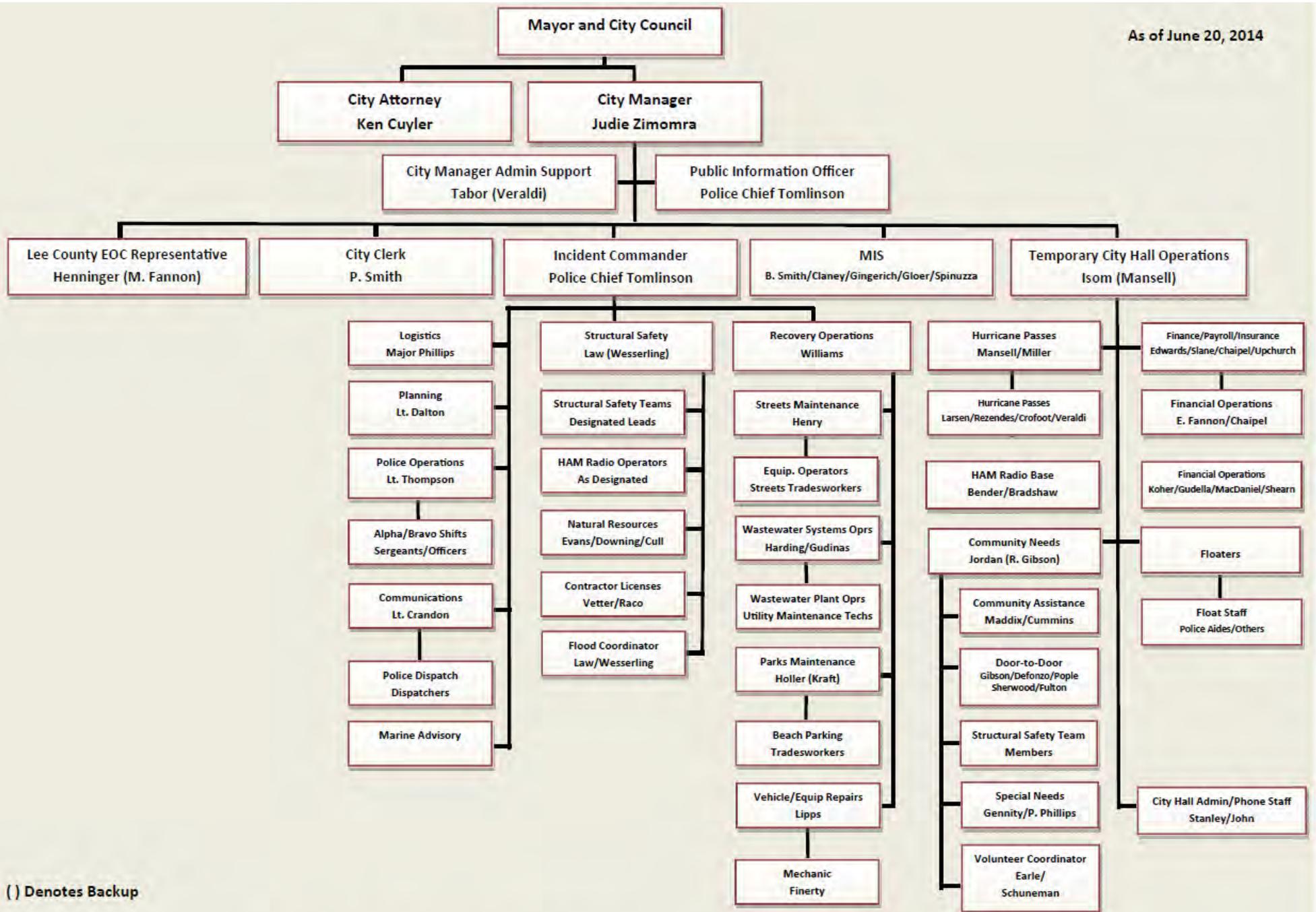
1. Continue duties in previous Time Windows.

RECREATION DIRECTOR: Time Window 1 (18 – 00 Hours) Code Black

1. Evacuate remaining staff.

CITY OF SANIBEL EMERGENCY MOBILIZATION ORGANIZATION CHART

As of June 20, 2014



() Denotes Backup

ALL EMPLOYEES WILL BE DEPLOYED AND WILL HAVE ASSIGNED RESPONSIBILITIES IN A MOBILIZATION SITUATION