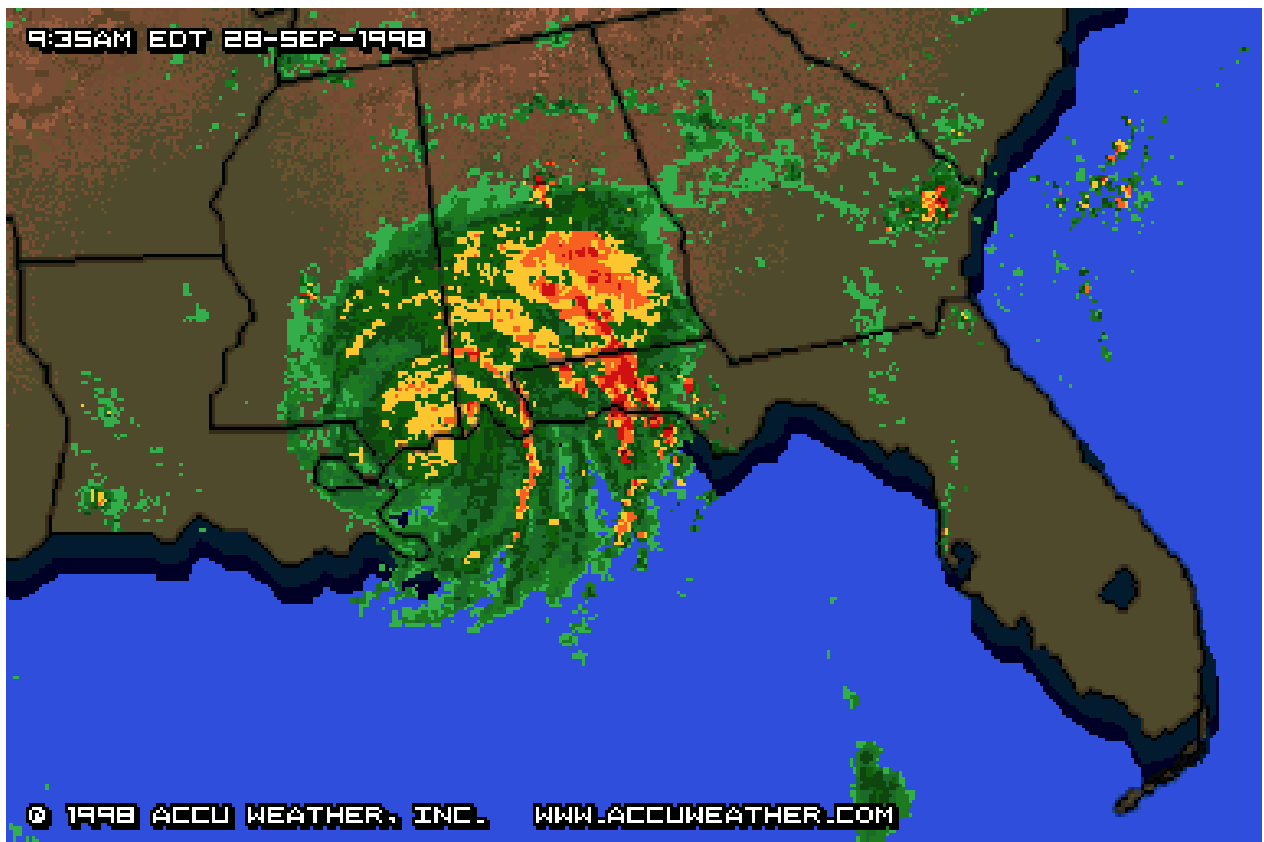


Okaloosa Island Fire District



Hurricane Plan

I. Introduction

The following Hurricane Plan has been designed and developed for the safety and security of the community we serve, the District employees, as well as the population as a whole. This document should be reviewed, revised, and updated annually and whenever necessary. All employees shall have reviewed this plan at least annually prior to the start of the hurricane season each June.

II. Definitions

- **Essential Personnel** – All employees other than the Office Manager are considered essential personnel. The Fire Chief or their designate shall determine the essential personnel needed for an incident.
 - **Storm Surge** – An abnormal rise in sea level accompanying a tropical storm, hurricane, or other intense storm condition. This is a condition whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the storm.
 - **Storm Warning** - A warning of one (1) minute sustained surface winds of forty-eight (48) knots (55 mph or 88 km/hr) or greater, predicted or occurring, not directly associated with tropical cyclones.
 - **Tropical Depression** – A tropical cyclone in which the maximum sustained surface wind speed is thirty-three (33) knots (38 mph or 62 km/hr) or greater but less than tropical storm and hurricane strength.
 - **Tropical Storm** – A tropical cyclone in which the maximum sustained surface wind speed ranges from 34 knots (39 mph or 63 km/hr) to 63 knots (73 mph or 118km/hr).
 - **Hurricane** – A tropical cyclone in which the sustained surface wind speed is greater than 64 knots (74 mph or 119 km/hr).
 - **Hurricane Season** – The hurricane season in the Atlantic, Caribbean, and the Gulf of Mexico which extends from June 1 to November 30.
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- **Hurricane or Tropical Storm Watch** – Hurricane, Tropical Storm conditions that are possible in the specified area of watch, usually within 48 hours of the onset of the tropical storm force winds.
 - **Hurricane or Tropical Storm Warning** – Hurricane, Tropical Storm conditions are expected in the specified area of the warning, usually within 36 hours of the onset of tropical storm force winds.

III. Tropical Storm and Flooding

Many severe weather conditions create flooding. The flooding may occur as a result of storm surge, sheet flow from heavy rains, or debris blocking roadways and storm drainage infrastructure.

IV. Hurricane Preparedness

Personal Needs Preparedness:

The following is provided to assist with personal and family preparations. Employees should review their individual arrangements for family members and ensure that their homes are secured. An employee can be recalled without warning and will be required to report to work and may not be able to return home for an undetermined amount of time. Non-essential employees and family members will not be allowed to be at the fire station during these times of recall during an emergency.

When reporting for work during a recall it is important to bring a sufficient amount of clean uniforms, personal items, and food to be able to function for five (5) days. As the storm approaches, listen to local media for important information as it relates to our area. Pay particular attention to how the coming storm could impact our community.

Review the log on procedures for WebEOC in the Hurricane Plan. There are useful tabs in the WebEOC portal that can provide up to date information on shelters, road closures, weather updates etc.

Pre-storm preparedness:

Fire Chief / Assistant Fire Chief / Public Information Officer (PIO) / Command Staff

- Ensure all staff have reviewed the Hurricane Plan
- Ensure all staff have properly operating equipment.
- Ensure the on-site fuel tanks are full
- Review Public Information Officer (PIO) policy
- Provide information to OILA group as necessary
- Provide updates to the Board of Fire Commissioner's as necessary
- Ensure that important files and records are secured, stored, or removed.
- Review the Incident Command SOG to re-familiarize with the procedures

Fire Captain(s) / Fire Lieutenant(s) / Line Staff

- Ensure all staff have reviewed the Hurricane Plan
- Ensure all staff have properly operating equipment
- Ensure the on-site fuel tanks are full
- Ensure all members under their command are properly trained and prepared
- Ensure all apparatus are prepared, stocked, secured as directed

When the *National Hurricane Center* issues a Hurricane Watch for our area, all Fire District personnel will be notified that we are under a Hurricane Watch and shall prepare accordingly.

All personnel shall review their individual plans and arrangements for their family members and also ensure their home is secured. All essential employees of the District are subject to recall at a moment's notice and could have to report to work and may not be able to return home for an indeterminate amount of time.

NO ONE OTHER THAN ESSENTIAL EMPLOYEES WILL BE ALLOWED IN THE STATION OR ON STATION PROPERTY WHEN A HURRICANE WATCH HAS BEEN ISSUED OR WHEN EMPLOYEES ARE RECALLED TO REPORT FOR WORK DURING A HURRICANE WARNING. THIS SHALL ALSO INCLUDE AFTER THE STORM UNTIL ALL EMPLOYEES ARE RETURNED TO NORMAL DUTY STATUS.

The Fire Chief will notify the Chairperson of the Board of Fire Commissioner's that a Hurricane Watch has been issued for the area and that the Okaloosa Island Fire District has activated the District Hurricane Plan. Upon the Chief's order and direction a pre-storm meeting shall take place with the Administrative Staff, the on-duty line staff and the Fire Inspector/MDO. All personnel will be prepared to report to duty when notified. Proper preparation of personnel shall include:

- The possibility of not being able to return home for an indeterminate amount of time.
- Maintaining on their person a OIFD issued ID and a State of Florida issued Driver's License
- Provisions for five (5) days (food, water, medications etc.)
- All needed and necessary personal items (sun screen, shaving kit, sun glasses, etc.)

When the *National Hurricane Center* issues a Hurricane Warning for our area the following will occur:

- The Okaloosa Island Fire District Station #4 will be designated as the Command Center for all District Operations related to the storm
- A Command Liaison and a designated alternate, at a minimum, will report to the Emergency Operations Center (EOC) to operate the ESF4 position.
- The off going shift (shift on duty) will be released to return home and the next two (2) on-coming shifts will be recalled. This will happen at the discretion of the Chief (or the Chief's designate) and will be accomplished with the intent to minimize the impact to the District and the employee.
- The public phone line 850-244-5373 (or Line 1) will only be used for District business. All outgoing calls from the Fire District or incoming calls from Okaloosa Island personnel and families must utilize 850-244-4485 (or Line 2)
- If the Fire Chief has not already recalled essential personnel this is the time for all necessary personnel to report for duty.
- All Hurricane preparation shall be completed and implemented
- The Fire Chief initially assumes the roles of Command, Planning, Finance and PIO until it is deemed necessary to fill those roles.

- The Assistant Fire Chief assumes the roles of Safety and Operations until it is deemed necessary to split those roles.
- The Fire Captain(s) will support the Command and Operations Officers including the following:
 - ◊ Having ready a copy of the Hurricane Plan
 - ◊ Setting up the Hurricane Tracking Chart in the day-room
 - ◊ Making ready the District Zone map and books
 - ◊ Ensuring the station generator is operational
 - ◊ Ensuring proper amount of blank run reports and clipboard supplies
 - ◊ Ensure the NOAA Weather Radio is operational and on
 - ◊ Ensure all batteries and portable radios (VHF and SLERS) are in service
 - ◊ Ensure all District pagers are fully charged and operational
 - ◊ Keep all District supplied TVs tuned to *The Weather Channel*
 - ◊ Ensure all cameras are operational and fully charged
 - ◊ Ensure all overtime (OT) personnel are logged in as to when they arrived to duty
 - ◊ Ensure all medical equipment and replacement stock are available and ready for use
 - ◊ Ensure all apparatus and equipment have fully fueled tanks
 - ◊ Ensure non-essential equipment has been lowered / removed/ stored.
 - ◊ Inspect the District property to secure loose objects etc.
 - ◊ Ensure all windows and doors are secured
 - ◊ Ensure sand and sand bags are in adequate supply

Office Manager

- Maintain an updated list of contact information for all Fire personnel to include their mobile phone numbers and their spouses or significant others.
- Shall secure all documents and records prior to leaving the District.

V. Fire Rescue Operations

When the Okaloosa Island Fire District activates the Hurricane Plan, the following will occur:

- Engine 4 will be manned by a full crew of Officer, Engineer, and Firefighter with at least 2 Paramedics on staff.
- Engine 4-1 will be manned by a full crew of an Officer, Engineer, and Firefighter with at least 2 Paramedics on staff.
- Truck 4 will be manned by a full crew of an Officer, Engineer, and Firefighter with at least 2 Paramedics on staff.
- Beach 4 will be manned by an Officer and by a Paramedic of any rank.
- It will not be realistic to man all apparatus as described at the same time, however the above is the template for which manning should occur.
- Sand bags will be created when materials exist on site to secure the entrances. Place all sandbags on the interior side of the doorways to not create an exit blockage.

Pre-storm Operations:

- ◇ When the number of calls increases above normal call loads and the weather is severe, single engine response will begin. Responses with the Beach Truck and with Administration Vehicles is appropriate as well when checking for lines down, road hazards, and other similar scenarios.
- ◇ Non-emergency responses will be terminated as the storm approaches, when unsafe conditions exist, when wind speeds exceed 40 mph or anytime Command determines the conditions too hazardous.

Storm Operations:

- ◇ Unless otherwise ordered by Command, all emergency responses will be discontinued.
- ◇ All Station 4 units will vacate the Island when sustained winds exceed 45 mph. The area bridges are closed to traffic when winds are at this intensity.
- ◇ There are certain circumstances when the Okaloosa Island Fire Department can choose to stay on the Island. This is when a Category 1 or Category 2 storm is predicted and no evidence exists to support an increase in intensity.
- ◇ All unnecessary activities will stop. Individuals not engaged in necessary activities will rest in preparation for post-storm duties.

Post-Storm Operations:

- ◇ Upon Command decision all emergency responses will resume.
- ◇ All responses will be priority based established by Command and Operations of the District.
- ◇ Single Engine responses will be accomplished unless otherwise ordered by Command or requested by Operations.
- ◇ Radio Communication will be limited to essential traffic only.
- ◇ SLERS will be utilized and Okaloosa Island Fire shall request a priority TAC Channel

VI. Safety:

- ◇ When operating in an emergency or non-emergency activity, rescuers will consider their own safety first. Common examples include fires, flooding, gas leaks, hazardous materials, downed power lines, and unsafe structures.
- ◇ All attempts will be made to ensure safety and to minimize hazardous conditions. All Operations should work in teams and shall be cautious of the work performed and the surroundings.
- ◇ Caution shall be exercised when driving due to flooding, debris, power lines, hazardous material, etc. that is common after a devastating storm.
- ◇ While working in flooded areas or conditions, be careful to not become entangled or entrapped. Always work in teams of two (2) or more and be cautious when working around power lines or electrical wiring. Use tools to sound the ground around you in the event of a sink hole, drainage area, open manholes or deep spots.
- ◇ NEVER WEAR BUNKER GEAR WHEN WORKING IN FLOODED AREAS.

- ◇ Always use proper Personal Protective Equipment (PPE) when working around hazardous conditions.

VII. Damage Assessment:

- ◇ The evaluation of storm impact will be directed by Command and or Operations and will include a report on the structural damage, flooding, water supply for fire operations, and road accessibility.
- ◇ Any damage to the Fire Station will be reported to Command immediately.
- ◇ Roadway assessments will be completed by the Beach 4 crew while the Engine 4, Engine 4-1, and Truck 4 crews initiate the damage assessment plan.
- ◇ Each apparatus will be assigned a damage assessment zone (see below) and will accomplish the following within their assigned zones:

Zone Alpha: Station 4 west to Eglin Gate

Zone Bravo: Eglin Gate east to Beach Park #4

Zone Charlie: Station 4 east to end of Island and then back to Beach Park #4

The following are items that need to be completed during the hurricane damage assessment:

1. Document damage to properties
2. Document damage to roadways
3. Request resources from EOC services etc....
4. Document every structure, building etc...
5. Replace street signs and stop signs whenever possible
6. Report all findings
7. Photograph damage
8. Search and Rescue
9. Flow several strategic hydrants in the zone to ensure adequate fire suppression protection
10. Communicate essential information to Command

After the storm threat has passed:

- ◇ Command will determine when to allow on-duty personnel to return home and when the next on-coming shift is to report to work. Many considerations are involved in this process and Command will determine the best way forward.
- ◇ Staffing will return to normal status upon Command decision and scheduled leave time will resume upon that order.

VIII. Tactical Considerations:

- **Command Post** – is where Command will manage and coordinate all activities.
- **Medical Treatment Area** - is where the rescue medical team can set up operations and provide treatment to rescuers and victims. Medical team personnel must identify the space and location requirements to Command when this area is being established.
- **Rehab Area** – is where rescue workers can rehydrate, be medically evaluated, rest, eat and be readily available to be re-assigned a task.
- **Staging Area** – is where apparatus and crew members ready and available for a task are held awaiting an assignment.
- **Transport Area** – is where ALS/BLS transport ambulances stage in preparation to transport victims from the medical treatment area to a medical facility. This area shall be of close proximity to the Medical Treatment Area to facilitate ease of transfer of victims to a medical facility. Access and departure routes shall be well established.
- **Equipment Staging Area**- is where tools, equipment and other items necessary to the operation can be safely stored, maintained and issued as needed. All exhaust producing equipment will be staged at a location appropriate to limit noise and fumes that could hinder the operation.
- **Materials Staging Area** – Building materials and lumber for cribbing etc. can be stored in this area and when established should be in close proximity to the equipment staging area.
- **Access Routes for entry and departure**- Clearly defined access routes shall be established for the safe and efficient flow of traffic to each of these aforementioned locations. Personnel, tools, equipment, and other logistical and tactical needs will be safely channeled along these routes. In addition, a secured and controlled egress will be required to quickly evacuate victims or injured rescuers.

Consideration must be given to the security needs and environmental protection for tools, equipment, and comfort of the personnel. Tents and tarps shall be used in this manner to protect these assets.

Okaloosa Island Fire District

Pre-Storm Hurricane Checklist

- Remind employees of the possibility of recall and that they could be away from their homes and families throughout the storm for an indeterminate amount of time
- Review the Okaloosa Island Fire District Hurricane Plan
- Ensure Hurricane Tracking map is available for use
- Update list of personnel to include home address, phone number, significant others contact information, and other emergency contacts.
- Ensure an adequate stock of bottled water exists in the station.
- Ensure an adequate amount of toilet paper, paper towels, paper plates, disposable utensils, soap, and any other kitchen supply is available.
- Ensure an adequate supply of office supplies, run reports, clipboard items, batteries, etc. is available.
- Check all electronic equipment in the station and in all the apparatus to ensure operation and assure quick disconnect in the event the equipment needs to be moved to a safe location.
- Check station generator for operation under load.
- Ensure all fuel tanks and fuel cans are filled to 100%.
- Fuel all equipment and apparatus completely. Never allow the fuel levels to go below 75% during peak hurricane season.
- Ensure all members have rain gear, eye protection and hearing protection.
- Ensure all apparatus have a sufficient supply of duct tape, orange spray paint, plastic or tarps, hammers, roofing nails, etc. to salvage from property damage.
- Ensure all radios are in working condition and well-conditioned spare batteries exist in all apparatus.