

Town of
GOLDEN BEACH



Severe Weather Response Plan
Comprehensive Emergency Management Plans

TOWN SEVERE WEATHER RESPONSE

- I. **POLICY:** The Town will have an organized response to hurricanes and other severe weather related emergencies in order to mitigate the effects of severe weather and to return Town services and normal living conditions as soon as possible. Wherever practical; the Town's plan will use the same terminology and references as Miami-Dade County's (M-DC) plan. The Town Mayor and Manager or their designees are responsible for determining when this plan will be implemented. The determination to mobilize will be based upon information provided by the National Hurricane Center (NHC) and the Miami-Dade Emergency Operations Center (M-DEOC).
- II. **TERMINOLOGY:** During a severe weather threat a great deal of information is disseminated. The following terminology is defined:
- A. **Activation Levels for Miami-Dade Emergency Operations Center (M-DEOC) and the North Miami Beach Divisional EOC (NMBDEOC):**
 - 1. Level III – Monitoring and Assessment
 - 2. Level II – Partial
 - 3. Level I – Full Scale.
 - B. **Tropical Depression:** A tropical system of rain and or thunderstorms without an organized circulation and top winds of 38 MPH or less.
 - C. **Tropical Storm:** An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39-73 MPH. Tropical storms can quickly develop into hurricanes. Storms are named when they reach Tropical Storm strength.
 - D. **Tropical Storm Watch:** Tropical Storm conditions are possible in the specified area of the Watch, usually within 36 hours.
 - E. **Tropical Storm Warning:** A tropical storm warning is a warning of winds within the range of 39-73 MPH. Tropical storm warnings may precede or accompany a hurricane watch.
 - F. **Hurricane Watch:** A hurricane watch is an advance statement that is issued by the National Hurricane Center (NHC). The Hurricane Watch is not a warning, but it does indicate that a hurricane is near and that attention should be given to subsequent advisories. It also implies the possibility of dangerous conditions within 24 to 48 hours. Precautionary action should be taken in case hurricane warnings are forthcoming.
 - G. **Hurricane Warning:** A hurricane warning indicates that hurricane winds of 74 M.P.H. or higher or a combination of dangerously high water and rough seas is expected in a specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin within 24 hours.
 - H. **Hurricane:** A hurricane is a violent storm originating over tropical waters. Sustained winds near its center are 74 MPH and higher. In size, the storm may range from 50 to 1,000 miles in diameter.

- I. **Storm Surge:** A Storm surge is the increase in height of the ocean’s water level due to the action of wind on the ocean surface and the low pressure of the storm. A Category 1 is 0 to 2’, Category 2 is 2’ to 5’, Category 3, 6’ to 9’ Category 4, 10’ to 14’, and a Category 5, 15 to 20’
- J. **Mandatory Evacuation Order:** Life-threatening conditions are possible in the specified area and you are to evacuate immediately. The potential storm surge for Golden Beach is shown on the Saffir Simpson Scale below. The highest part of the island is approximately 7’ above sea level. The significant depth of the ocean immediately east of this barrier island somewhat lessens the potential storm surge compared to other areas of Miami-Dade County. The areas south of Key Biscayne could experience double the height of the potential storm surge listed below for Golden Beach. The storm surge may also come up the Intracoastal Waterway which could cause the Town to flood from west to east. There is also a possibility the winds could cause structural failures of the bridges and causeways that connect this barrier island to the mainland.
- K. **Saffir/Simpson Scale:** This is a hurricane classification system. It is used by the National Hurricane Center to give a continuing updated assessment of the potential for wind and storm surge damage beginning at 72 hours from the anticipated hurricane landfall.

Wind Velocity -	MPH	Storm Surge	Damage
Category 1	74- 95 MPH	1	Minimal
Category 2	96-110	2	Moderate
Category 3	111-130	5	Extensive
Category 4	131-155	8	Extreme
Category 5	155 + MPH	10	Catastrophic

- L. **Rescue / Reconnaissance Teams:** Each one of the four Golden Beach “Rescue / Recon Teams” will consist of two sworn Officers and a designated Town civilian employee deployed in a Police SUV. The RRT’s equipment will include: two chain saws, heavy duty gloves, a first Aid kit, an Automatic External Defibrillator (AED), and other emergency rescue related equipment.

RECOMMENDED CHANGE – Change “Rescue/Reconnaissance Team to Community Emergency Response Team (CERT)”

III. ADVANCE SEVERE WEATHER PREPARATIONS:

Hurricane season begins June 1st and continues through November 30th and therefore necessitates that the following steps be taken:

- A. Advance Preparations for Everyone
 - 1. Safeguard your home. Know your home's vulnerability to storm surge, flooding and wind damage.

2. If you happen to live in an evacuation zone, know where you will evacuate if you need to (i.e. shelter, friend, relative, hotel). Remember, shelters will open but they should be considered a last resort.
3. If you will be staying home, hurricane shutters are your best defense. Practice installing them before a hurricane approaches.
4. Locate a safe room or safest area(s) in your home. This is usually an interior room on the lowest floor with no windows or exterior walls like closets, bathroom and utility rooms that can provide a second level of protection from airborne debris.
5. Stock "must-have" supplies in a safe room.
6. Have an out-of-state friend as a family contact so all family members can have a single point of contact.
7. Make a plan now for what to do with your pets if you need to evacuate.
8. If family members require special care life-support equipment, register for the Emergency Evacuation Assistance Program by calling 311.
9. Put valuables, photos and copies of important papers in waterproof bags and store in a safe place (i.e. safe deposit box) including photos of the interior and exterior of your home, your driver's license, list of medications, important names, addresses, phone numbers (doctors, lawyers, insurance agents, family and friends), account numbers and policy numbers (health, flood, auto and home).
10. Post emergency telephone numbers by your phones and make sure your children know how and when to call 9-1-1.
11. Review your insurance coverage - flood damage is often not covered by homeowner's insurance.
12. Insure that a portable generator and chainsaw are immediately available after the storm passes.
13. Insure all trees around your home are properly pruned to reduce the likelihood they will cause your electrical service to fail or damage your home if they fall.
14. Remember to take the time now to develop your family plan. Additional Information for preparations can be found at the website of - <http://prepare.miamidade.gov/>
15. **EVERYONE** should evacuate if a "**MANDATORY EVACUATION ORDER**" is issued for all inhabitants on the barrier islands.

THE NATIONAL HURRICANE CENTER STATES NO ONE SHOULD CONSIDER "RIDING OUT" A HURRICANE ON A BARRIER ISLAND.

GOLDEN BEACH IS LOCATED ON A BARRIER ISLAND. EVEN IF A PERSON SURVIVES THE STORM SURGE AND THE WINDS, THEY COULD BE TRAPPED ON THE ISLAND IF ALL OF THE BRIDGES COLLAPSE. THIS OCCURRED IN LOUISIANA, MISSISSIPPI, AND GEORGIA IN HURRICANE KATRINA IN 2005.

B. Town's Advance Preparations for Residents:

1. During May or June each year the Town will host a Severe Weather Awareness & Preparations Event at the Loggia Pavilion in order to remind and re-educate all residents to the necessary steps that every resident should be taking prior to Hurricane Season.
2. Notification of the event and the season will be published in the Town's May issue of the Town newsletter and on the Town's Cable channel.
3. The Police Substation Entry Point will have a sign reminding people of the beginning of Hurricane Season.
4. The Town shall request that every resident complete an emergency notification of "next of kin" card for the Town

C. Advance Preparations by Town Employees:

1. All Town personnel, both sworn and civilian, shall make advanced preparations to ensure the safety and security of their family and personal property.
2. Employees shall be prepared to work extended hours prior to and immediately after a storm.
3. Family contingency plans should be developed in anticipation of an employee's extended absence from home during these incidents.
4. Every employee should insure they have at least a four-day supply of food and water for every occupant of their home. Note – each home should have at least one gallon of water per day per person.
5. Every employee's home should have sufficient plastic drop cloths to cover all major furniture and electronics.
6. At a minimum, portable emergency generators are recommended to insure ice and fresh food can be maintained and emergency lights and radio and/or television news information received.
7. A three day supply of non-perishable food should be purchased by June 1st of each year and maintained separately in plastic containers in case of severe weather, or other emergencies.

D. Advance Preparations by the Town

1. Town Manager / Administration

- a. Insure all Department Directors provide current accurate information as it pertains to their employees' address and telephone number for the purpose of emergency notification.
 - b. Host annual Hurricane Awareness Events to remind all residents of the appropriate steps to take in preparing for severe weather.
 - c. Distribute in fliers, newsletters, and / or hand outs information updates on Severe Weather Preparations.
 - d. Issue all Town Employees at least three Town issued grey polo shirts (or T-shirts) with the Town seal and Department designation on the front and the words "GOLDEN BEACH" in three (3") inch high letters on the back. Police personnel shirts will show "POLICE" on the back.
2. Building Department - Distribute information fliers to all contractors at the beginning of the Hurricane Season regarding the Town's requirements when severe weather is anticipated.
 3. Finance Department - Insure appropriate forms are prepared to track all Town expenditures during severe weather preparations and or responses.
 4. Public Works Department
 - a. Insure the Town portable emergency generators are serviced and operational every June 1st.
 - b. Prune all trees on Town property by June 1st of each year
 5. Police Department
 - a. Every Supervisor shall maintain an ALPHA / BRAVO Mobilization List for Sworn Personnel. This list shall be updated and forwarded to the Police Lieutenant by the 15th of each month.
 - b. Establish a process to insure that when a severe Weather watch and warnings are issued by the National Hurricane Center, both the Town's Block Captains' program and the Town's automatic telephone message devices distribute the information to every Town resident regarding weather conditions and advisories.
 - c. Purchase a three-day supply of non-perishable food (meals ready to eat) for each Town employee by June 1st of each year and maintained separately in plastic containers in case of severe weather, or other emergencies.

IV. SEVERE WEATHER APPROACHING - PREPARATIONS AND RESPONSE

Phase I - Occurs approximately 48-72 hours prior to the arrival of projected landfall. This is the initial tracking phase. **M-D EOC is at Level III**

- A. Town Mayor and Manager/ Administration - Mayor, Town Manager, and Police Chief monitor projected path and intensity of the storm.
- B. Building Department – Director reviews procedures for implementing severe weather response actions for their department
- C. Finance Department – Director reviews procedures for implementing severe weather response actions for their department
- D. Public Works Department – Director reviews procedures for implementing severe weather response actions for their department
- E. Police Department
 - 1. Police Chief remains in contact with the M-DEOC and provides Mayor and Town Manager with updates as necessary and / or as required.
 - 2. The Golden Beach Police Block Captains program and the electronic resident notification system will both be utilized to begin to alert all residents of the storm being tracked.
 - 3. A “Major Event Log” shall be initiated at this time to document the Town’s actions as the weather event occurs. The log shall be maintained by the Command Post Officer once ALPHA / BRAVO is initiated. The NMBDEOC Officer shall maintain the log whenever the Command Post Officer position is not staffed.
 - 4. All Police Officers shall be advised that ALPHA / BRAVO staffing may be implemented.
 - 5. Supervisors are responsible for ensuring that all personnel under their command are aware of their ALPHA / BRAVO assignments at all times.
 - 6. Sworn personnel shall bring the following items with them when reporting for ALPHA / BRAVO duty:
 - a. Extra set of severe weather uniforms
 - b. Rain gear, Personal protection gear, and Flashlight
 - c. Shoes/sneakers, rubber knee boots or waders
 - d. Toiletries including towels
 - e. Any special dietary needs and medications
- V. **Phase II** - occurs approximately 24-48 hours prior to projected landfall. This phase will be initiated when the Town appears threatened by a hurricane and steps are implemented to protect the Town against the storm. **M-D EOC is at Level II**
 - A. The Mayor and Town Manager

1. As soon as a severe weather watch or hurricane watch is issued by the NHC, the Town Manager shall insure employees have several hours of daylight to install hurricane shutters on their own homes in order to be able to report back to duty to prepare the Town for the approaching severe weather.
2. Any employee who has not taken steps to purchase non-perishable food and water shall immediately do so at this time.

B. Building Department

1. Insure that notices are immediately sent to all construction sites to insure contractors are made aware of their responsibilities to secure the construction sites from severe weather damage.
2. Insure all records and electronic devices are properly protected.
3. Back up all data to server
 - a. C drives are backed up on CD's
 - b. CD's are taken off site by Building Director
4. Unplug all electrical items (computers, printer, and place on desks
5. Cover all items with plastic

C. Finance Department

1. Back up all data to server
 - a. C drives are backed up on CD's
 - b. CD's are taken off site by Finance Director
2. All Checks and important information are removed from file cabinets placed in plastic containers and taken off site by the Police Chief.
 - a. Document all items and check numbers from each account
 - b. A list of the information is given to the Mayor and Town Manager and a copy stays with the Finance Director
3. Unplug all electrical items (computers, printer, etc.) and place on desks
4. Cover all items with plastic

D. Public Works Department

1. Immediately shutter all Public Facilities
2. Insure all garbage and debris is immediately picked up within the

Town and that existing refuse is transported to the waste stations

3. Insure all chairs, waste cans, and benches are moved to a secure area
4. Remove any objects from parks and tennis courts which could become airborne
5. Refuel all Department vehicles
6. Fill all extra fuel cans.
7. Order extra gas cans
8. Assist residents where possible
9. Insure emergency generators are available in case alternative power is necessary to maintain the lift stations
10. Insure gas grill and two tanks of propane gas are secured in Public Works building in order to prepare hot meals for employees, if necessary.
11. Remove the entry gate arms for the Substation and Loggia Pavilion Parking Lot once requested by the Police Chief or Lieutenant.
12. Transport all Public Works Vehicles to safe storage at the Aventura Mall parking garage area if a Category 3 or higher storm is projected to strike the Town.

RECOMMENDED CHANGE – Vehicles (including front end loader, riding law mowers, and liquid storage mobile tank
13. Transport all portable generators and emergency supplies from the Public Works Building to safe storage at the Aventura Mall garage if a Category 3 or higher storm is projected to strike the Town.

E. Police Department

1. Back up all data to server
 - a. C drives are backed up on CD's
 - b. CD's are taken off site by the Chief of Police
2. Unplug all non-essential equipment and cover with plastic
3. Place all employees' personnel files and Internal Affairs Investigations files in plastic containers and remove from Town Hall
4. The On-duty Shift Supervisor will immediately insure that all Police vehicles fuel tanks are filled.
5. Vehicles not being used will be placed in the Aventura Mall southeast parking garage.

6. If a Category 1 or 2 storm is projected, one Police vehicle will be parked blocking the Residents' Entry Lane at the Substation. (No vehicle will be placed if a Category 3 or stronger storm is anticipated)
7. The On-duty Shift Supervisor will insure all hurricane equipment batteries are immediately charged
8. All emergency devices shall be located and batteries shall be charged
9. Open the Massini Ave and Terracina Avenue emergency gates once directed by the Police Chief or Police Lieutenant.
10. The On-duty Shift Supervisor will insure food supplies are purchased at the appropriate vender.
11. The Police Department's refrigerator will have the freezer section filled to insure food can be grilled to feed all personnel hot food.
RECOMMENDED CHANGE – Delete Item 11.
12. The Sergeant who supervises the Marine Patrol will insure the Marine Patrol Boat (Vessel 208) is removed from the Intracoastal Waterway and secured at the Aventura Mall.
13. The Police Chief will insure all Officers and employee are immediately notified that an ALPHA / BRAVO mobilization is possible and which personnel who will be staffing the two shifts. Consideration will be given to Officers with families that have special needs.
 - a. ALPHA Shift - 0001 to 1200 - Sworn Personnel (9)
 - 1) Lieutenant - 1900 to 0700 / additional as required
 - 2) Sergeants - 2
 - 3) Officers - 6
 - b. BRAVO Shift - 1200 to 2400 – Sworn Personnel (9)
 - 1) Police Chief - 0700 to 1900 / additional as required
 - 2) Sergeants - 2
- 3)
 14. Police Assignments during ALPHA / BRAVO
 - a. Shift Commander - Police Chief or Police Lieutenant
 - b. Patrol Supervisor - Sergeant (1)
 - c. Logistics Supervisor - Sergeant (1)
 - d. North Miami Beach (NMB) Divisional EOC - Officer (1)

- e. Golden Beach Command Post - Officer (1)
 - f. Massini Avenue and A1A - Officer (1)
 - g. Terracina Avenue and A1A - Officer (1)
 - h. Town Interior Patrol - Officer (1)
 - i. Town Patrol / Relief - Officer (1)
15. Transport all unused vehicles and ATVs to the Aventura Mall southeast parking garage until the storm has passed.

VI. Phase III This occurs approximately 12-24 hours prior to projected landfall. Police sworn personnel shall be prepared to mobilize into ALPHA / BRAVO duty shifts. **M-D EOC is at Level I**

- A. Town employees - All Town employees (except on-duty sworn Police Officers) shall have completed their assignments and shall be released from duty to await the arrival of the storm.
- B. Sworn Police Officers will redeploy from regular shifts to ALPHA / BRAVO staffing with the ALPHA or BRAVO shift on duty when landfall occurs, expected to work more than a twelve hour shift.
 - 1. All Officers will convert to Emergency Duty Uniforms as directed in their Standard Operating Procedures.
 - 2. Officers will not be scheduled for a shift change with the landfall approaching or after the storm has passed until sustained winds drop below 45 miles per hour.
 - 3. Duty Shifts During Emergency Mobilizations: Precise times cannot be predicted for ALPHA and BRAVO Shifts during a hurricane mobilization. The general directive for implementation of ALPHA / BRAVO shifts are as follows:
 - a. If a mobilization is implemented between the hours of 0001-1200, ALPHA will be the first shift on duty.
 - b. If mobilization is implemented between 1200-2400 hours, BRAVO will be the first shift on duty.
 - 4. Sworn personnel who are off duty during the storm shall perform one of the following tasks as soon as the storm passes:
 - a. If phone service is available call their Supervisor to advise if they need assistance from the Department and to receive instructions for reporting to work. (Note: cell phones continued to function during and after "Andrew')

b.If within range of the station monitor (M-DPD Intracoastal Muni 2 Channel) to request assistance and/or instructions for reporting to work (dispatcher will repeat instructions "in the blind" every 15 minutes, for Officers in an area where they are unable to transmit)

c. Monitor local television and/or radio stations for reporting instructions.

5. The Golden Beach Police Block Captains program and the electronic notification system will both be utilized to begin alerting all residents of the storm being tracked and again request they leave the barrier island.

VII. Phase IV occurs approximately 8 hours prior to projected landfall. Personnel Assignments are as indicated:

A. Town Mayor and Manager/ Administration, Building Department Employees, Finance Department Employees, and Public Works Department Employees - Seek cover at Off-Site residence or shelter

B. Police Department Officers mobilized into ALPHA / BRAVO Staffing

1. Off-Duty ALPHA or BRAVO Shift Officers and civilians - Seek cover at Off-Site residence or shelter

2. On-Duty ALPHA or BRAVO Shift Officers assigned to posts.

3. Civilian employees – Seek cover at Off-site residence or shelters.

4. The Supervisor shall have the Officer assigned to the Command Post initiate a log to document all incidents and hazardous situations. This information will be relayed, and will be used in the completion of any "after action reports." Listed below are some of the incidents that shall be documented:

a. Injuries

b. Blocked streets

c. Locations where barricades were deployed

d. Perimeter boundaries

e. Areas of power outages

f. Damage to Town property and buildings as well as private buildings that pose a threat to public safety

g. Inoperative or damaged Traffic Signals or signs

h. Requests for assistance from other Town Departments

VIII. Phase V - LANDFALL - occurs when a hurricane impacts Golden Beach. All Town employees shall remain in shelters or at their residences during this peak phase.

A. Mayor and Town Manager/ Administration – Take cover at Off Site residence or shelter

- B. Building Department Employees – Take cover at Off Site residence or shelter
- C. Finance Department Employees – Take cover at Off Site residence or shelter
- D. Public Works Employees – Take cover at Off Site residence or shelter
- E. Police Department Employees – ALPHA / BRAVO Staffing
 - 1. **Category 1 or 2 Projected Storm** - On-Duty Shift Officers to staff assigned posts until winds reach a sustained speed of 45 mph.
 - a. Once that speed is reported, Officers shall be directed to seek shelter at the Aventura Police Department at 19200 West Country Club Drive in Aventura.
 - b. At the time Officers are re-deployed to the Aventura Police Department, the 24-hour GBPD number, 305-935-0940 is to be transferred to the Cell phone of the Command Post Officer. Dial *72 and then the cell phone's number.
 - 2. **Category 3 or higher Projected Storm** - On-Duty Shift Officers to staff assigned posts until winds reach a sustained speed of 45 mph. Once that speed is reported, Officers shall be directed to seek shelter at the NMB DEOC at 16901 NE 19th Avenue in NMB.
 - a. Once that speed is reported, Officers shall seek shelter at the NMB DEOC at 16901 NE 19th Avenue in NMB.
 - b. At the time Officers are re-deployed to the NMB DEOC, the 24-hour GBPD number, 305-935-0940 is to be transferred to the Cell phone of the Command Post Officer. Dial *72 and then the cell phone's number.
 - 3. Off-Duty Shift Officers and civilians Take cover at off residence or shelter

IX. Phase VI - Rescue and Recovery Phase

- A. Police Department
 - 1. Rescue Phase - Category 3 or higher Hurricane.
 - a. If as soon as the wind speed drops below a sustained 45 mph, the Police Chief shall immediately implement a search and rescue effort if extensive, extreme, or catastrophic damage has been experienced in Golden Beach.
 - 1) Four (4) Rescue/Recon Teams (RRT) will immediately begin a search and rescue effort through out the entire Town for any victims.
 - a) RRT 1 will search South, Center, & North Islands.

- b) RRT 2 will search all 100 and 200 addresses.
 - c) RRT 3 will search all 300 and 400 addresses.
 - d) RRT 4 will search all 500 and 600 addresses.
- 2) The RRT Supervisors, coordinating through the DEOC, will arrange for the immediate transportation of all victims to the nearest available medical facility that is operational.
- b. The Police Chief will provide the Mayor and Town Manager with updates on the Search and Rescue effort. The Police Chief will advise the Mayor and Town Manager as soon as the RRTs have completed searching all structures and determined the status of all residents at that time.
 - c. In the case of a Category 3 or higher storm, as soon as all Search and Rescue efforts have been concluded, the ALPHA/BRAVO Shift that remained on duty during the storm will be released.

2. Recovery Phase

- a. As soon as possible after the RRTs are deployed, two Officers shall immediately resume post assignments on Ocean Boulevard (A1A) at Massini Avenue and at Terracina Avenue.
- b. Those personnel not working the storm will report to work to relieve on-duty personnel who remained during the storm.
- c. The Command Post Officer will transfer the 305-935-0940 and 41 numbers back to the Substation Phone as soon as the Substation is again operational. (Dial *73 and then the cell phone's number)
- d. ALPHA/BRAVO Assignments for Recovery Stage
 - 1) Shift Commander - Police Chief
 - 2) Patrol Supervisor - Sergeant (1)
 - 3) Logistics Supervisor - Sergeant (1)
 - 4) NMB DEOC - Officer (1)
 - 5) Golden Beach Command Post - Officer (1)
 - 6) Massini Avenue and A1A - Officer (1)
 - 7) Terracina Avenue and A1A - Officer (1)
 - 8) Town Interior Patrol - Officer (1)
 - 9) Town Patrol / Relief - Officer (1)
 - 10) Staff Support – If needed, the Executive Assistant will work

7 AM to 7 PM with the Life Guard working 7 PM to 7 AM.

- e. Damage assessments, priority Calls for Service and recovery efforts shall be addressed immediately.
- f. The Logistics Sergeant on each shift will insure the predetermined plan for feeding all On-duty Town employees and Police Officers is put in effect. The Town will contract with a local vendor to provide hot meals or designate employees to prepare hot meals.
- g. Sustained ALPHA / BRAVO Scheduling
 - 1) Beginning on the forth day of ALPHA / BRAVO, Officers (and civilians if staffed) will start receiving one day off.
 - 2) If ALPHA / BRAVO scheduling is continued for more than two weeks, consideration will be given to Officers (and civilians if staffed) returning to two days off in row but continue on twelve hour shifts.
 - 3) The return of full electrical service to the Town and the amount of damage to the Town are the primary factors that determine when ALPHA / BRAVO scheduling can be discontinued.
 - 4) A situation in which wind damage and/or storm surge has caused major damage through out the Town may necessitate ALPHA / BRAVO scheduling for a significant period of time

B. Mayor and Town Manager/ Administration

- 1. Maintain constant communication with the Police Chief to determine if any victims were found or any residents were missing. The Police Chief will provide constant updates on the status of any injured residents or there victims that may be located.
- 2. The Mayor or Manager will provide status updates to the Town Council as appropriate and needed.
- 3. The Mayor or Town manager will act as the Public Information Officer (PIO) proving the media with updates on the Town's status, as requested. The Police Chief or Police Lieutenant will perform the PIO function in the absence of and at the direction of the Mayor or Town Manager.
- 2. Assess Town Hall and all other public buildings.
- 3. Determine if Town Hall is operational with either regular power or emergency generator power.
- 4. Determine that if Town Hall is not functional; relocate a Town Command Post in a large tent (or trailer or recreational vehicle) to be deployed in the West Parking lot. This will serve as the Town's Command Post until Town Hall can be returned to operational status.

- C. Building Department
 - 1. As soon as possible, reconfigure office work area for business operations
 - 2. Return to normal operations
- D. Finance Department – return to normal operations
 - 1. As soon as possible, reconfigure office work area for business operations
 - 2. Return to normal operations
- E. Public Works Department – Once notified by Town Mayor and Manager
 - 1. Transport Public Works Vehicles from the Aventura Mall and return to Town.
 - 2. Immediately assess the status of the Town's three (3) lift stations and if necessary, provide emergency generator power as needed.
 - 3. Open and clean up Ocean Boulevard (A1A)
 - 4. Open and clean up Golden Beach Drive
 - 5. Open and clean up North, Center, and South Island
 - 6. Open and clean up North and South Parkway
 - 7. Re-install entry and exit gate arms
 - 8. Clean up and open Loggia Pavilion and beach
 - 9. Remove all shutters from public facilities.
- F. Town Communications
 - 1. Town Administration – The Mayor, Town Manager, and Police Chief shall be issued Satellite phones in addition to other communication devices.
 - 2. Police Department - The Miami-Dade County trunked 800 MHz two radio system is the Police Department's primary means of communications.
 - a. The primary radio talk groups utilized are the Intracoastal Municipal and Intracoastal Municipal #2.
 - b. In the event of a total M-DPD radio system failure, all GBPD Officers will immediately set their radios on "MUTAIDTA MA-TAC4". The "MUTAIDTA MA-TAC4" is a direct frequency that enables all units using it to communicate "car-to-car" through out the Town and up to 5 miles from Town (on mobile units, portables will be less).

c. Town leased cell phones are a secondary means of communications

d. If the cell phones system is overpowered with calls, a priority phone call system will be utilized which prioritizes GBP D Cell phone calls.

e. Town issued short range two-way radios will be utilized.

3. All other Town Departments - Leased Town cell phones are the Town's primary form of communication.

a. If they are still operational after a storm they are to continue to be used.

b. Town issued short range two-way radios will also be utilized.

F. Emergency Procedures for Fuel

1. Town employees' Personal Vehicles – If gasoline supplies become limited, the following locations have agreed to prioritize fuel for Town employees' vehicles.

a. Extra Mile
17802 Collins
Sunny Isles Beach, FL
Phone: 305-933-3636

b. Hess
1508 NE 79th Street Causeway
North Bay Village, FL 33141

2. Gasoline Powered Town Vehicles - In order to insure all Town vehicles can obtain fuel if gasoline supplies become limited, the following locations have agreed to prioritize gasoline for Town vehicles.

a. Alexander Texaco
18300 Collins Avenue
Sunny Isles Beach
Phone: 305-933-3636

b. 16901 NE 19th Avenue
North Miami Beach
Must use fuel cards

3. Diesel Powered Town Vehicles - In order to insure all Town vehicles can obtain fuel if diesel fuel supplies become limited, the following locations have agreed to prioritize diesel fuel for Town vehicles.

a. Hallandale CITGO
700 N Federal Hwy
Hallandale, FL 33009
Phone: (954) 457-8405

- b. 7-Eleven #25077 (CITGO)
747 Hallandale Beach Blvd
Hallandale, FL 33009-5332
Phone: (954) 458-2213

X. Phase VII - occurs whenever normal operations are restored.

- A. All Town functions, Departments, and employees return to normal business operations.
- B. The Finance Department submits necessary documentation to the Town Manager for re-imbusement from the Federal Emergency Management Agency and any and all other appropriate entities that may provide reimbursement funds to the Town.

XI. EMPLOYEES WORK STATUS DURING SEVERE WEATHER

- A. The Town Manager, in consultation with the Mayor, shall make the decision as to the time and date that civilian employees will be released from and return to regular duties. This decision will be posted by memo via all Department Directors.
- B. Employees shall report for regular work days and hours of duty unless advised otherwise in writing by their Department Directors.
- C. Civilian Employees shall not be required to use leave when released from duty due to an approaching storm and /or until Town facilities permit their return to their regular work shifts.

Alexander Diaz
Town Manager