

Town of
GOLDEN BEACH



Hurricane and 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). Additionally, it is the policy of the Town of Golden Beach Police Department is to protect life, property, and maintain order within the community during a weather related emergency. Appropriate levels of police services will be maintained before, during and after a hurricane or severe weather incident.

A. These services will include, but are not limited to the following:

- Protecting life and property.
- Rerouting traffic in areas of severe damage or flooding.
- Responding to requests for emergency assistance, when practical.
- Providing access routes to affected areas.
- Assisting in the orderly evacuation of coastal or low lying areas.

B. **ADVANCE SEVERE WEATHER PREPARATIONS:**

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

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** shall 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 NEW ORLEANS, LOUISIANA, IN HURRICANE KATRINA (Category 3) IN 2005.

C. Town's Advance Preparations for Residents:

1. During May or June each year the Town may 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 form for the Town.

D. 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 four 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.

E. Advance Preparations by the Town

1. Town Manager / Administration shall
 - 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. –

Optional

- c. Distribute in fliers, newsletters, hand outs, and/or E-mails information updates on Severe Weather Preparations.
 - d. Issue all Town Employees at least three Town issued 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 and September 1st of each year
 - 5. Police Department
 - a. Every Supervisor shall maintain an ALPHA / BRAVO Mobilization List for all Police Department Personnel. This list shall be updated and forwarded to the Police Captain by the 15th of each month.
 - b. Establish a process to insure that whenever Severe Weather Watches 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.

- II. **ORGANIZATION:** The Emergency Operations Center (E.O.C.) is the central facility for coordinating the departmental response to a hurricane or severe weather incident. In the event that this facility becomes inoperable, operations will be re-directed to the secondary E.O.C.

- III. **RESPONSIBILITIES:** When a hurricane, tropical storm or weather related incident threatens the Town of Golden Beach, department personnel are responsible for performing the duties outlined in this order.

All personnel shall be prepared to report for duty in the event that hurricane or tropical storm conditions develop. To this extent, it is the responsibility of all department personnel to make every effort to remain abreast of developing severe weather information.

- A. The Field Operations Lieutenant will designate staff assignments by June 1st, (start of hurricane season.)

They shall include, but are not limited to, the following:

1. Alfa-Bravo Assignments.
2. Manpower Coordinator(s)
3. Rumor Control & Information Hotlines
4. E.O.C.
5. Logistics Coordinator (Equipment & Supplies)
6. Special Response Unit(s)
7. External E.O.C.

- B. Commanders are responsible for ensuring that all personnel under their command are aware of their Alpha/Bravo assignments at all times. All units, except those with specialized assignments will be committed to operational assignments.

- C. **Per Standard Operating Procedure orders, ALL department personnel will provide current accurate information as it pertains to their residence address and telephone number for the purpose of emergency notifications.**

- D. **Once a “hurricane or tropical storm warning” is issued sworn personnel are required to make every effort to contact the department to advise of their status and to receive instructions for reporting to work (on duty personnel can not be released until replacements report to work.)**

- E. All police department personnel, both sworn and civilian, shall make advanced preparations to ensure the safety and security of their family & personal property. Members should be prepared to work extended hours prior to and immediately after a storm. Family contingency plans should be developed in anticipation of a member's extended absence from home during these incidents.

- F. The Chief of Police and senior staff will make the final determination as to when a mobilization will begin.

- G. **Off duty personnel shall begin preparations for mobilization as early as possible to insure that their homes and families are secure. This step is critical for the smooth transition and timely release of on duty personnel so that they may in turn be able to go home and secure their families.**

- H. Sworn personnel who are not on duty during the storm shall do one of the following as soon as the storm passes:
- If phone service is available call their immediate supervisor or E.O.C. Command Post to advise if they need assistance from the department and to receive up to date instructions for reporting to work.
 - Officers who are within range of the station should monitor the police radio to request assistance and/or instructions for reporting to work (dispatcher will repeat instructions “in the blind” every 30 minutes, should you be in an area where you are unable to transmit an acknowledgement.)
 - Monitor television and/or radio stations: WIOD/610 AM, WINZ/940 AM, NBC/CH 6, simulcast on 87.7 FM, WSVN/CH 7 or any of the local TV stations for reporting instructions.
- I. Sworn personnel are to bring the following items with them:
- Extra set of uniforms/coveralls
 - Rain gear
 - Shoes/sneakers or rubber knee boots
 - Toiletries, including towels
 - Any special dietary needs and medications
 - Flashlight
 - Personal protection gear

Optional: Though food and water will be provided, personnel may bring food as long as it does not require refrigeration and can fit within a police vehicle with consideration that the vehicle will be used by three other individuals.

IV. 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. Tropical storm conditions are expected in the specified area of the warning within 24 hours.
- 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. It is a dome of sea water up to 20' high that arrives with a hurricane and can affect as much as 100 miles of coastline. 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'. Evacuation zones are identified by their likelihood of being flooded by this rising water, which is responsible for most hurricane deaths.
- 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 MPH	2 feet	Moderate
Category 3	111-130	5 feet	Extensive
Category 4	131-155 MPH	8 feet	Extreme
Category 5	155 + MPH	10 feet	Catastrophic

- L. **Community Emergency Response Teams:** Each one of the four Golden Beach “Community Emergency Response Teams” will consist of two sworn Officers and a designated Town civilian employee deployed in a Police SUV. The CERT’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.

PROCEDURES: Seven hurricane response phases have been devised to facilitate departmental response to the intensifying threat of a hurricane emergency. Each phase has specific duties to be implemented and/or completed during that phase. Upon the completion of a task, the responsible person will call the E.O.C. and advise of such completion. The EOC staff will make an appropriate entry in the log.

In the event of a hurricane Phase I through Phase VII, the applicable portion of this order shall be implemented. Staff personnel and commanders should thoroughly evaluate the storm forecasts, as this will assist them in making priority field assignments, ordering supplies and equipment.

“Phases I and II” will be implemented during the **hurricane watch**; “Phases III and IV” will be implemented during the **hurricane warning**; “Phase V” will be implemented when the **hurricane makes landfall**; “Phase VI” will be implemented **after the hurricane has passed**; “Phase VII” will be implemented whenever **normal operations are restored**. (Refer to the Hurricane Response Plan for specific assignments.)

VI. 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. Directors from the Finance, Building, and Public Works Department will review procedures for implementing severe weather response actions for their respective department.
- C. Police Department: When Phase I is declared, the below listed tasks shall begin and/or be completed. Upon completion of a task, the responsible party will notify the E.O.C. of the task being accomplished. The E.O.C. staff will make an appropriate entry in the hurricane log.

1. Police Chief remains in contact with the M-DEOC and provides the Mayor and Town Manager with updates as necessary and / or as required.
2. The Golden Beach Police Block 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
7. The E.O.C. will begin limited operations manned by a supervisor, commander or designee, a recorder, call taker and any additional staff deemed necessary. This phase is designed to monitor the storms development in anticipation of a full mobilization.
8. The EOC assigned staff will contact all supervisors and advise them that Phase I has been declared. The supervisors will advise their personnel to begin making arrangements for their families and personal property; otherwise, they may have less than eight hours to complete these activities later. Additional announcements will be broadcast over the air and via the public address system at the Town Hall.
9. The Logistics Coordinator will insure that a supply of food and drinking water is procured in sufficient amounts so as to be able to support department personnel for at least 48 hours.

VII. 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 time 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 2 or higher storm is projected to strike the Town.
13. Transport all portable generators and emergency supplies from the Public Works Building to safe storage at the Aventura Mall garage if a Category 2 or higher storm is projected to strike the Town.

E. Police Department. Phase II occurs approximately 36 hours before the anticipated hurricane landfall and upon notification of a hurricane watch. Steps must be taken to protect the city against the impending storm and to prepare for a potential evacuation order. When Phase II is announced, the following tasks shall be started and/or completed:

1. All "V" and "CP" requests are cancelled. All personnel will come to work in full uniform.
2. The patrol lieutenant will insure that all vehicles are fueled and ready for service, by contacting the logistic coordinator.

3. In anticipation for a Phase III mobilization, all vehicles will be assigned as take home cars until normal operations are restored during Phase VII.
4. Due to storm surge some low-lying areas within the city may become flooded. Police vehicles may not be able to access these areas after the storm. Police personnel are to refrain from subjecting vehicles to extreme situations (high water) if possible. Alternate transportation may be obtained by using vehicles borrowed from GSA or the Fire Department (front loaders, spare fire trucks, inflatable boats, amphibious craft etc.) Police Fleet Management will assist in locating these vehicles.
5. The patrol lieutenant/commander will insure that all essential records and equipment are covered and moved as far away from windows as possible. All computer files should be backed onto diskettes or tape and stored in a secure place. Venetian blinds will be raised to the top of windows.
6. The patrol commander or designee will advise establish communication with the county Office of Emergency Management. The responding commander or designee will provide the E.O.C. with a contact number and once liaison is established should contact the E.O.C. at least once an hour with information updates via phone and/or fax.
7. All off-duty jobs will be cancelled.
8. Personnel assigned to E.O.C. will insure that the hurricane information line is manned. Due to the Mutual Aid Agreement, EOC personnel will insure that if contact is made by a senior center or local hospital outside the Town of Golden Beach, a commanding officer should be notified in order to ascertain if they are evacuating and if they require police assistance.
9. Police personnel should back up all data to the server.
 - a. C drives are backed up on CD's or flash drives.

CD's/flash drives are taken off site by the Chief of Police.
10. Unplug all non-essential equipment and cover with plastic
11. Place all employees' personnel files and Internal Affairs Investigations files in plastic containers and remove from Town Hall.
12. The On-duty Shift Supervisor will immediately insure that all Police vehicles fuel tanks are filled.
13. Vehicles not being used will be placed in the Aventura Mall southeast parking garage.
14. If a Category 1 or 2 Hurricane 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).

15. The On-duty Shift Supervisor will insure all hurricane equipment batteries are immediately charged.
16. All emergency devices shall be located and batteries shall be charged.
17. Open the Massini Ave and Terracina Avenue emergency gates once directed by the Police Chief or Police Captain.
18. The On-duty Shift Supervisor will insure food supplies are purchased at the appropriate vender.
190. The Sergeant who supervises the Marine Patrol will insure the Marine Patrol Boat (Vessel 122) is removed from the Intracoastal Waterway and secured at the Aventura Mall.
21. 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 - 1900 to 0700 - Sworn Personnel (10)
 - 1) Police Captain – 1900 to 0700 / additional as needed
 - 2) Lieutenant - 1900 to 0700 / additional as required
 - 3) Sergeants - 1
 - 4) Officers – 7
 - 5) Civilian - 1
 - b. BRAVO Shift - 0700 to 1900 – Sworn Personnel (10)
 - 1) Police Chief - 0700 to 1900 / additional as required
 - 2) Sergeants - 2
 - 3) Officers – 7
 - 4) Civilian - 1
22. Police Assignments during ALPHA / BRAVO
 - a. Shift Commander - Police Chief or Police Captain
 - b. North Miami Beach (NMB) Divisional EOC – Lieutenant or Sergeant
 - c. Patrol Supervisor - Sergeant (1)

- d. Logistics Coordinator - 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 Zone 1 Patrol - Officer (1)
- i. Town Zone 2 Patrol - Officer (1)
- j. Town Patrol / Relief – Officer (1)
- k. Support Personnel – Civilian (1)

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- h. Town Interior Patrol – Officer (1)

- 24. Transport all unused vehicles and ATVs to the Aventura Mall southeast parking garage until the storm has passed.

VIII. 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. **Miami-Dade Emergency Operations Center (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. Police Department: 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.
- C. The E.O.C. should notify all departmental personnel that Phase III is declared. The E.O.C. commander will then fully activate the Emergency Operations Center with appropriate staffing. The On-duty E.O.C. commander will insure that sufficient support personnel are assigned to the E.O.C. during each duty shift. They will serve in the following capacities:
 - E.O.C. Commander: This will be a lieutenant or above who acts as E.O.C. commander.
 - E.O.C. Officer: He/she will maintain status boards and maps in the E.O.C. and will assist the E.O.C.

- Recorder: A recorder will be assigned to maintain a typed chronological log of activities.
 - Dispatchers: One communication operator supervisor and one operator will be assigned to dispatch Field Forces
 - Call Answerers: Two communication assistants will handle incoming telephone calls.
 - Runners: A civilian or limited duty officer(s) will be assigned to the E.O.C. for the purpose of delivering messages/supplies etc.
- D. The E.O.C. Commander will coordinate the issuance of warnings to local residents when an evacuation is ordered. Evacuation information will be provided via patrol vehicles broadcasting the evacuation message on their public address systems, and/or knocking door to door. Every effort must be made to assist residents evacuating from the area. Field Unit Commanders will notify the E.O.C. upon completion of this task for documentation in the log.
- E. The Logistics Coordinator will insure that the required food, water, equipment and supplies have been delivered. These supplies should be acquired in sufficient quantities to last at least 48 hours (storm strength & magnitude should be taken into consideration when performing this task.)
- F. Red Cross Shelter Security: The majority of the storm shelters around adjacent jurisdictions are located within public schools. Due to the Mutual Aid Agreement, Miami-Dade County School Board Police has the primary responsibility for providing security at these shelters, even though the department should be prepared to provide relief or assistance at these shelters should the need arise.
- G. Field Units will be used to announce evacuation orders in designated areas and to respond to crisis situations that occur throughout the town. They will respond to calls-for-service before and after the storm. Some of the field unit personnel may be designated to ride out the storm at an adjacent local hospital, fire or police station. The lieutenant in charge of the field units will complete a work sheet and deliver a copy to the E.O.C. before leaving for this assignment.
- H. Officers will also be required to adhere to the following instructions:
1. All Officers will convert to Class "C" 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 is as follows:

- a. If a mobilization is implemented between the hours of 0700 - 1900, ALPHA will be the first shift on duty.
 - b. If mobilization is implemented between 1900-0700 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 Town Municipal Radio System, Channel 2 to request assistance and/or instructions for reporting to duty.
 - c. If unable to contact the Town Radio System, and within range of the M-DPD Radio system, monitor (M-DPD Intracoastal Muni 2 Channel) to request assistance and/or instructions for reporting to duty (dispatcher will repeat instructions "in the blind" every 15 minutes, for Officers in an area where they are unable to transmit)
 - d. Monitor local television and/or radio stations for reporting instructions.
5. The Golden Beach Police Block 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.

IX. 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: Phase IV occurs approximately 8 hours before the anticipated hurricane landfall. Personnel working during this Phase will ride out the storm on duty. Nonessential civilians will be sent home at the beginning of Phase IV. Police Officers and Personnel will be mobilized into ALPHA/BRAVO Staffing.
- C. Weather forecasting lacks sufficient accuracy in predicting landfall therefore precise times cannot be predicted for initiating Alpha/Bravo shifts during a storm related mobilization.
- D. Due to safety concerns personnel will not be released once sustained winds reach 35 MPH.

- E. Civilian personnel who were not on duty (at work) during the storm will do one of the following as soon as the storm passes:
- If phone service is available call their patrol commander or EOC to advise if they need assistance from the department and to receive instructions for reporting to work.
 - They shall also monitor radio station WIOD/610 AM, and WINZ/940 AM, NBC/CH 6, simulcast on 87.7 FM, WSVN/CH 7 or any of the local TV stations for reporting instructions.
- F. As soon as Phase IV is announced, police officers and civilian personnel will adhere to the following instructions:
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. G. The following essential civilians may be assigned to duty during Phase IV of a hurricane emergency:
- Communication Operators
 - Record Clerks

- H. Second shift personnel (alpha or bravo) and essential civilian personnel will report to work at the Town Hall or North Miami Beach Police Department to receive information. This shift will ride out the storm on duty.
 - I. As second shift personnel report for duty first shift personnel (alpha or bravo) will be relieved and sent home until the storm subsides. Delay or failure of second shift personnel to report will cause first shift personnel to be held over. Prior to being released (before the storm), first shift personnel will be provided with return to work instructions by the E.O.C.
 - J. The EOC Staff will ensure that all arriving second shift personnel are assigned in a prompt manner to expedite the release of first shift personnel.
 - K. Field Unit commander or supervisor will ensure that his/her personnel have a sufficient amount of first aid supplies and blankets.
 - L. Field units will continue to provide emergency assistance until the E.O.C. advises that weather conditions are unsafe (sustained wind speeds of 35 MPH.) They will then be directed to take shelter and to remain in shelter unless a life or death emergency dictates otherwise and a safe rescue can be made. The utmost discretion must be used when trying to resolve an emergency that requires exposure to the elements. High winds and flying debris can place units in jeopardy.
 - M. The E.O.C. will maintain contact with the county office of Emergency Management via the Chief of Police or designee assigned to that location.
 - N. As hurricane-force winds arrive, the E.O.C. will commence a roll call to insure that all field units have taken shelter in the nearest designated facility for field units.
- X. 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: Phase V occurs when the hurricane makes landfall and impacts our community. When Phase V is announced, the following tasks shall be started and/or completed:
 - 1. The E.O.C. should notify all department personnel that Phase V is declared, and that all personnel should remain indoors until the storm subsides.
 - 2. Supervisors should assess risk factors and mission success probabilities when sending units on emergency requests for assistance after sustained

tropical storm force winds begin.

3. **Category 1 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.
4. **Category 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 North Miami Beach Divisional Emergency Operations Center (NMB DEOC) at 16901 N.E. 19th Avenue in North Miami Beach.
 - a. Once that speed is reported, Officers shall seek shelter at the NMB DEOC at 16901 N.E. 19th Avenue in North Miami Beach.
 - 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.
5. Off-Duty Shift Officers and civilians Take cover at off residence or shelter.

XI. Phase VI - Rescue and Recovery Phase

- A. Police Department: Phase VI is the recovery phase and occurs after storm force winds have subsided. The next duty shift will return to work during Phase VI. The duration of this phase is determined by the extent of damages and the recovery effort(s) required to return to normal operations. When Phase VI is announced, the following tasks shall be started and/or completed:
 1. Rescue Phase - Category 3 or higher Hurricane or as may be directed by the Mayor, Town Manager, or Police Chief
 - 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) CERTs will immediately begin a search and rescue effort through out the entire Town for any victims.
 - a) CERT 1 will search South, Center, & North Islands.

- b) CERT 2 will search all 100 and 200 addresses.
 - c) CERT 3 will search all 300 and 400 addresses.
 - d) CERT 4 will search all 500 and 600 addresses.
- 2) The CERT 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 CERTs 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.
 - d. Patrol commander or supervisors will determine the hurricane impact/damage on their respective districts, i.e. observable structural damage to a station building, vehicle damage, inaccessible roads, etc., and advise the E.O.C. The E.O.C. will coordinate the total damage assessment for the department.
 - e. District commanders shall follow the below listed procedure concerning town property or equipment damage. A police report will be generated to depict any damage to town property or equipment. All reports will be detailed to include individual items, make, model number, city serial number, style, color, and any other distinguishing features. If possible, photos should accompany this report. Promptness in reporting damage will expedite claims and final repair to town structures.
 - f. After conducting a storm damage assessment, the E.O.C. will ensure that the following issues are addressed:
 - Maintain traffic Control.
 - Secure and/or limit access to unsafe or evacuated areas.
 - Secure and/or limit access to unsafe areas.
 - Respond to emergency/rescue requests.
 - Forward information about inaccessible and damaged areas to field personnel, personnel returning to work, and residents.
 - Respond to calls-for-service using Field Forces or a contingent thereof (dictated by each situation).

2. Recovery Phase

- a. As soon as possible after the CERTs 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 or Police Captain
 - 2) NMB DEOC - Lieutenant or Sergeant (1)
 - 3) Patrol Supervisor - Sergeant (1)
 - 4) Logistics Coordinator- 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 Patrol Zone 2 - Officer (1)
 - 9) own Patrol Zone 1 - Officer (1)
 - 10) Staff Support – the Executive Assistant will work the Bravo Shift - 7 AM to 7 PM, the Life Guard will work the Alpha Shift 7 PM to 7 AM.
- e. Damage assessments, priority Calls for Service and recovery efforts shall be addressed immediately.
- f. The Logistics Coordinator on each shift will work with the Shift Commander to 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.
- 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 Captain will perform the PIO function in the absence of and at the direction of the Mayor or Town Manager.
4. Assess Town Hall and all other public buildings.
 5. Determine if Town Hall is operational with either regular power or emergency generator power.
6. 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 and Departments – The Mayor, Town Manager, and all Town employees shall use the Town’s Municipal Radio System, Town cell phones, and landline telephones to communicate.
2. If the land line phone system and / or cell phone system is congested with calls, the Government Emergency Telecommunications System (GETS) and / or the Wireless Priority Service (WPS) priority phone call systems, will be utilized by Town Officials and employees. These services, offered by the U.S. Department of Homeland Security (DHS), National Communications Service (NCS) prioritize Golden Beach and other federal, state, tribal, and local government entities’ landline and cell phone calls so the calls can be completed in a few seconds, even when the systems are totally congested.
3. Police Department - The Miami-Dade County trunked 800 MHz two-radio system is the Police Department’s primary means of communications. The Town’s Municipal Radio System is the primary means of municipal communications and is used to supplement the M-DPD Radio System.

M-DPD Radio System

- a. The primary radio talk groups utilized are the Intracoastal Municipal (NE – MUNI) and Intracoastal Municipal #2.
- b. In the event of a total M-DPD radio system failure, all GBP D 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).

Town Municipal Radio System

- a. The channel utilized by the Public Works Department is Channel 1.
- b. The channel utilized by the Police Department is Channel 2.
- c. The channel utilized by the Town Administration is Channel 3.
- d. .

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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: 305-935-9246
 - 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. Extra Mile
17802 Collins Avenue
Sunny Isles Beach
Phone: 305-935-9246
 - 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

XII. 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.

XIII. 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, e-mail, and or verbally to 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