

PUBLIC WORKS – HURRICANE PLAN

Town of Eatonville - Public Works Department

Procedure:**Hurricane Preparedness Plan****DRAFT****Procedure ID:****Revision Date:**

6/23/2023

Revise: Annually

By:

Approved by: Valerie W. Mundy, P.E. Interim Public Works Director; Town of Eatonville, FL **Approval Date:**

Purpose: This emergency operation plan can cover as a plan for large scale disasters involving wind, flood, and fire losses. The underlying concern of this plan is Hurricane Preparedness.

Personnel: All Public Works Personnel

References: FAC 62-555.350(15); OSHA 29 CFR 1910.38 (a); Section 1433(b) of Safe Drinking Water Act and Bioterrorism and Preparedness & Response Act of 2002.

General Precautions: Hurricane season is June 1st to November 30th. Advisories and Warnings – Modern detection and tracking devices provided by the National Weather Service can usually provide 12 to 24 hours of advance warning. Advisories are issued by the NOAA Weather Service when hurricanes approach land.

- A “Hurricane Watch” is issued whenever hurricane conditions pose a threat to coastal and inland areas. Everyone in the area covered by the “watch” should take all precautions necessary and listen for further advisories. Be prepared to act promptly if a hurricane warning or evacuation order is issued.
- A “Hurricane Warning” is issued when hurricane winds of 74 miles an hour or higher, or a combination of dangerously high flood water and rough seas are expected within 24 hours. Precautionary actions should begin immediately.

TROPICAL STORM	WINDS:	39 – 73 MPH
CATEGORY 1 STORM	WINDS:	74 - 95 MPH
CATEGORY 2 STORM	WINDS:	96 - 110 MPH
CATEGORY 3 STORM	WINDS:	111 - 130 MPH
CATEGORY 4 STORM	WINDS:	131 - 155 MPH
CATEGORY 5 STORM	WINDS:	OVER 155 MPH

Initial Conditions: PREPARATION SCHEDULES SHALL CONFORM TO ORANGE COUNTY/TOWN OF EATONVILLE EMERGENCY OPERATIONAL CONDITIONS.

- **OCCON 1** – Orange County is operating under normal conditions.
- **OCCON 2** – Orange County is operating under standby procedures preparing for conditions for possible danger within 36 to 72 hours.
- **OCCON 3** – Orange County is operating under standby procedures preparing for conditions of possible danger within 24 to 36 hours.
- **OCCON 4** – Orange County is operating under conditions of imminent danger 12 to 24 hours before imminent danger (and the establishment of OCCON 5) all emergency preparedness procedures shall be completed.
- **OCCON 5** – Orange County is operating under conditions of extreme emergency (crisis)

Hurricane Names:

- **2023:** Arlene, Bret, Cindy, Don, Emily, Franklin, Gert, Harold, Idalia, Jose, Katia, Lee, Margot, Nigel, Ophelia, Phillippe, Rina, Sean, Tammy, Vince, Whitney
- **2024:** Alberto, Beryl, Chris, Debby, Emesto, Francine, Gordon, Helene, Isaac, Joyce, Kirk, Milton, Nadine, Oscar, Patty, Rafael, Sara, Tony, Valerie, William
- **2025:** Andrea, Barry, Chantal, Dexter, Erin, Fernand, Gabrielle, Humberto, Imelda, Jerry, Karen, Lorenzo, Melissa, Nestor, Olga, Pablo, Rebekah, Sebastien, Tanya, Van, Wendy

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Vulnerability Assessment

- The following system components are reviewed from the standpoint of hurricane exposure.
- Frequent tornadoes are associated with hurricane storm systems compounding the risks listed below.
 1. **Potable Water Well:** Wind damage negligible. Possible contamination from flooding. Damage from lightning.
 2. **Raw Water Lines:** Wind damage negligible. Flooding could result in earth movement dislodging piping. Lightning damage negligible.
 3. **Outside Pump:** Wind damage negligible. Damage from lightning and fire.
 4. **Controls:** Wind damage was attached to light building. Flood damage negligible. High lightning and fire risk.
 5. **Buildings:** Roof damage, metal building damage from wind. Flood damage negligible. High lightning and fire risk.
 6. **Treatment Equipment:** Chlorine and Fluoride. Wind damage to buildings will disrupt treatment. Flood damage negligible. Moderate risk from lightning and fire.
 7. **Ground Storage Tank:** Low risk from wind, flood, or lightning.
 8. **Elevated Storage Tank:** High risk from wind.
 9. **Reuse Distribution:** Wind damage to trees could disrupt piping. Flooding could cause earth settling and/or loss of compaction resulting in pipe separation. Lightning and fire damage negligible.
 10. **Potable Water Distribution:** Wind damage to trees could disrupt piping. Flooding could cause earth settling and/or loss of compaction resulting in pipe separation. Lightning and fire damage negligible.
 11. **Service Connections:** Wind damage to structures would produce leaks at affected service connections. Flood damage negligible. Lightning and fire damage negligible.
 12. **Auxiliary Power Unit:** Wind and flood damage negligible. High risk from lightning and fire.
 13. **Air Stripper Towers:** Wind damage negligible. High lightning and fire risk.
 14. **Lift Stations:** Wind damage negligible. High risk from flooding resulting in spills and excessive pumping times. High risk from lightning.
 15. **Collection System:** Wind damage from trees can disrupt piping. Extreme risk of flood damage resulting in surcharging of collection system and spills. No lightning risk.
 16. **Bulk Chemical Storage Tanks:** Wind damage risk high to partially filled above ground storage tanks. Flood/heavy rainfall could result in large volumes of toxic liquid in containment structures. Lightning damage negligible.
 17. **Overall Plant Site:** Possible wind damage to exterior lighting. Debris blown into tanks, air strippers and buildings could cause mechanical and/or electrical damage. High lightning and fire risk.

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The Public Works Director will be responsible for providing public information regarding water quality issues that arise because of the hurricane. Additionally, designated staff will be available to operate the public works hotline regarding customer inquiries. Three basic types of public information will be available for dissemination, as listed below:

1. Pre-hurricane notices regarding warnings not to drink the tap water after a hurricane until all clear message is issued by radio, TV and/or the Town website (www.townofeatonville.org). How to store water for emergency usage and how to keep it disinfected. Usages that are acceptable for water such as flushing commodes, firefighting etc.
2. Initial notices regarding boiling water for specific regions or neighborhoods. Standard literature will be developed, that is readily available for distribution.
3. Post hurricane notices regarding “Discontinued Precautionary Boil Water Advisory”. Standard literature will be developed, that is readily available for distribution.
4. The Chief Water Treatment Operator will coordinate with the public utilities’ laboratory, which will provide the water quality testing and will be responsible for determining quality of water.

Public Works Director Responsibilities:

- Ensure employees are in the process of updating hurricane plan prior to June 1st of each year.
- Establish levels of inventory for seasonally maintained base supplies.
- Approve emergency supply and material purchases.
- Ensure each section has proper staffing for hurricane preparedness.
- Coordinate plan with section and all outside departments.
- Establish and staff the Town EOC, Water Treatment Facility, Public Works, and Fleet for after storm assignments.

Section Managers and First Line Supervisors Responsibilities:

- In the event of an impending hurricane, the section managers and supervisors will ensure all employees are notified and briefed on these procedures before the 72-hour notice.
- Prepare employees for anticipated OCCOM alerts and begin status checks on vehicles, equipment, tools, supplies and wearing apparel.
- Prepare requests for needed vehicles, equipment, tools, supplies, wearing apparel and protective devices required during storm and forward to Assistance Public Works Director
- Record planned locations of employees during storm and nearest approved shelters.
- Maintain and review material, equipment, and supplies requirement lists.

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Section Managers and First Line Supervisors Responsibilities:

- Discuss anticipated material needs with maintenance personnel.
- Review the needs not satisfied through pre-checks and ensure they are resolved.
- Correct all deficiencies of pre-check requirements.
- Develop communication network for contacting and transporting employees following all clear
- Review current work schedule and adjust to meet preparedness plan for storm.
- Plan strategy for placement of equipment and vehicles during storm
- Plan protective devices required for building, vehicles, and equipment.
- Process emergency purchase orders for needed supplies and equipment.
- Meet with personnel to discuss all of these plans.
- Maintain checklist of completed items.
- Report all problems to the Public Work Director and/or Field Supervisor.
- Prioritize after storm repair requirements with Public Works Director and/or Assistance Public Work Director
- Assign jobs.
- Each operations section will follow the procedures developed for that section.
- At 24-hours before expected arrival of storm, Public Works Director will meet with their personnel to go over emergency procedures for their section at this time if needed, assign vehicles and work assignments and go over schedule for once all clear is given.
- Managers and supervisors should know where each employee lives in the event they must be picked up from their houses once the storm has passed.
- If designated locations cannot be reached after all clear, employees are to report to the alternate locations.
- All vehicles and extra gas cans to be filled as the last item covered before sending everyone home.
- All emergency engines will be running under load during the pre-checks at the Water Facilities and each lift station.

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Non-Emergency Period Assurance Checklist completed annually prior to May 1st

- Notify all employees that this is the beginning of hurricane season.
- Started preliminary preparations for a hurricane.
- Purchased needed supplies.
- Employee ID cards updated as needed.
- All facility updates reviewed and modified.
- Updated employee assignments.
- Updated vehicle status list.
- Updated vehicle assignment list.
- Ensure heavy equipment is operational.
- Vehicle inventory of supplies adequate.
- Vehicle equipment operates properly (lights, horn, cranes, wrench, flashlights, etc.)
- Adequate first aid supplies available.
- Respirators and/or self-contained breathing apparatus operate properly and are full of air.
- Emergency generators and equipment fuel tanks full
- All power tools (gas/battery/electrical) operate properly or repaired as needed.
- Adequate oil on hand for emergency equipment, generators, and vehicles
- Ensure chain saws, portable generators, portable lights, and welder are operable.
- Mechanism is in place for public information (EOC, Radio, TV, Reverse 911 and City Website)

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WATER AND WASTEWATER OPERATIONS

Pre emergency period (36 to 72 hours prior to storm)

- A. Verify fuel tank level for emergency generators **(90% max fuel level)**
- B. Verify with Hawkins (chemical supplier) all emergency procedures
- C. Check inside and outside lighting systems.
- D. Check ground storage tank vents and hatches to make sure all is secure.
- E. Police grounds and secure all loose objects.
- F. Check fire extinguishers for readiness.
- G. Check all sump areas and pump operations.
- H. Check phone, radios, battery charging system and cell phones.
- I. Check first aid kit.
- J. Stock emergency food supplies for support staff during storm and verify ice machines are operational.
- K. Check all on-site storm water ponds to make sure overflow structures are clear.

Emergency period (24 to 36 hours prior)

- A. Ensure chemical delivery schedule with Hawkins.
- B. Ensure all testing from Biometric Utility Consultants has been completed and reported to FDEP

Emergency period (12 to 24 hours prior)

- A. Essential personnel shall report to assigned locations.
- B. Recheck grounds for loose objects.
- C. Field test generator for automatic operations.
- D. Ensure all equipment control switches are in auto.
- E. Final operational check of plant to ensure any parked vehicles are spread apart.
- F. Ensure all fuel tanks on vehicles and spare fuel cans are full.

Emergency period (imminent)

- A. Water and wastewater operations activity will be monitored during a storm.
- B. If commercial power is still available when the wind is sustained 35 to 40 mph; the facilities shall be transferred to emergency power.

It is the policy of the Town of Eatonville Public Works Department to provide employees with the safest practical workplace while protecting the public from the risk of accidental release of hazardous material, if any. The primary goal of this *Emergency Response Plan* is to reduce or eliminate injuries, illnesses, or deaths, which may occur in the workplace as a result of an emergency, by heightening the awareness of the employees. Another goal of this plan is to provide all employees with the information necessary to react in a safe and effective manner should an emergency ever occur. This plan is prepared to include results of the Vulnerability assessment completed for the system which was certified and submitted to the US EPA on June 23, 2004.

In order to accomplish these goals, it is necessary to coordinate and work directly with the Orange County Fire Department (OCFD) to the end that the Fire Department is aware of the hazards at Town's Water and Wastewater facilities, the location of hazardous materials, if any, and the expectation of their role as incident commanders. This partnership between the Orange County Fire Department and the Town of Eatonville Public Works Department will result in a more rapid response time to the incident and is the most effective and efficient use of Town resources.

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This emergency response plan contains all the required elements as outlined in FAC 62-555-350(15) and OSHA's 29 CFR 1910.38 (a). Also, this emergency response plan shall be reviewed at least annually and updated as appropriate to maintain compliance with changing regulations, address operational changes and to keep current with relevant consensus industry standards. This responsibility is assigned to the Public Works Department. All emergency action plans and changes thereto shall be provided to the Town Manager, the first response fire station and the Fire Department Administration. In addition, a coordinated drill exercising the elements of this emergency action plan shall be conducted at least annually to determine the plan's effectiveness.

I. Site Plan Contacts, Internal Information and Critical Phone Numbers (Emergency Call List):

Site Emergency Plan Coordinator

Name: Valerie Mundy, P. E. Interim
Title: Public Works Director
Contact Office
Numbers: Cellular 407-576-2642

Field Supervisor Emergency Plan Coordinator

Name:
Title: Sidney Silas
Division: Field Supervisor
Contact Numbers: Office
Cellular 321-460-3277

Outside Contacts

Biometric Utility Consultants, Inc.

Office: 386-860-3148
Carlos Tola 386-804-8124 General Manager
C.J. Tola 386-804-5201 Maintenance Manager

Hawkins, Inc. (Water System Chemical Supplier)

Office: 612-331-6910
Ryan Hoosien 407-733-0489 Account Manager

Detroit Diesel (Emergency Generator Maintenance)

Office:

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City of Lake Mary Public Works Department

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Fire Department Head Name:

Title:

Division:

Contact Numbers:

City Manager

Name:

Demetris Pressley

Title:

Chief Administrative Officer

Division:

Office

Contact Numbers:

Cellular

386-479-2298

External Call List

Police/Fire/Medical

Other Affected Organizations:

State Warning Point

1-850-413-9911

1-800-320-0519

National Response Center

1-800-424-8802

Chemical Emergency Hospitals

Orlando Health Hospital

Advent Hospital North

Department of Environmental Protection

(407) 894-7555

1-877-272-8335 –24 hrs Hot Line Environmental Law Enforcement

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II. Preferred Means of Reporting Fires & Other Emergencies

Any employee observing an emergency situation shall immediately contact the Town of Eatonville Police Department at 911, or 407-623-XXXX and clearly explain the nature of the emergency using the incident types listed below. Upon receiving a notification of an emergency, shall classify the nature of the emergency using the incident types listed below, and immediately put into action the internal and external reporting protocol in that order.

Information for Reporting

A. Type of Incident:

- Fire
- Chemical Spill/Leak
- Explosion
- Medical
- Weather
- Bomb Threat or Terrorism including bioterrorism
- Violence
- Vandalism
- Other

B. Hazard Involved

C. Magnitude of the Hazard

D. Resources Threatened

E. Meteorological Data at the Affected Site

In case of serious injury, on site property damage or environmental impact, the Emergency Plan Contact or the on-call supervisor shall contact the Site Emergency Plan Coordinator and Town Manager/Administrator to report the facts of the situation. This notification may take place as soon as possible but no later than after the situation has been stabilized. However, in the instance of loss of life, major chemical release, site evacuation or off-site threat of contamination or exposure, notification shall take place immediately after notification to 911.

The Town Administrator will have the discretion but will be responsible for notifying the Department Director and any other appropriate official or agencies.

III. On Site Personnel Emergency Escape Procedures and Routes

Employees shall have full knowledge of the facility alarms and warning properties given for the hazardous materials on site. In case of an alarm, all employees will move immediately upwind of the location of the release, which will be indicated by the alarm and noted wind direction. The employees will then safely evacuate the facility. Employees will gather at the following pre-determined meeting point.

FIRE: Upon notification of a fire emergency, all employees shall follow the fire evacuation plan for this facility and assemble at the predetermined collection points (by front entrance gate) for a head count.

MEDICAL: All medical emergencies shall be handled through the 9-1-1 system. In case of a chemical contamination

medical emergency only the Fire Rescue Department will arrange for transport of the patient (s) and notification to the receiving hospital will be their responsibility.

ALL CLEAR: Notification will be given only by the Site Emergency Plan Coordinator.

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IV. Critical Operations

The water distribution system is listed as a critical needs system because it supplies potable water to a large number of citizens and businesses and is a vital function in protecting the public's health and welfare. Therefore, it should be given the highest priority emergency response in the event of a disaster to maintain its vital function.

V. Alarm Systems

Alarm systems for notifying employees in case of an emergency are one or more of the following:

VII. Training

All employees manning or visiting this facility shall be trained on the contents of this document including the warning alarms, emergency escape routes and personnel collection points. The Public Works Director will keep the training records. In addition to the employees of the Public Works Department, all contractor personnel shall receive briefing on the contents of this document including the warning alarms, what they mean, emergency escape routes and personnel collection points prior to performing any work at the facility. The PW assistant director will keep these records, with a copy placed in the Process Safety Management file.

VIII. Wastewater Facilities (Lift Stations):

Four lift stations owned and operated by the Town of Eatonville shall be maintained during the hurricane. Each lift station has an emergency generator to supply power to the lift station pumping system in the event of an outage, with the exception of the Vereen Lift Station. A temporary generator will be required to be installed during this hurricane preparation period.

Exclusions: Private multifamily developments with lift stations, are privately maintained and are not included in this plan. This includes West Kennedy Apartments, Lake View Court, Enclave and Lake Weston Apartments.



Park Place Lift Station



Eaton St. Lift Station

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Vereen Lift Station

No Emergency Generator



Campusview Lift Station Generator

Emergency Generator needs a pad

IX. Potable Water Systems

The potable water system receives its water treatment bulk chemicals on a weekly basis from Hawkins, Inc. Biometric Utility Consultants provides the monitoring, testing and reporting of the water system in accordance with the Florida Dept of Environmental Protection Consent Order.

Detroit Diesel provides the maintenance for the emergency generators. These vendors will be alerted during each operational emergency condition to ensure compliance with this emergency plan. All vendor contacts are listed in this document.



East Tower



Water Plant w/onsite Generator

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West Water Tower



Ground Storage Tank



Well #1 w/generator



Well #2

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TREE MAINTENANCE PROGRAM

The tree clearing preparation program includes the following:

- 1) Clear all low hanging tree branches (under 12-16 ft high
- 2) Anything over 16 ft. will require outside professional service and equipment
- 3) Tree pruning and cleanout should be performed by an outside contractor. This will allow the wind to flow through the trees during a storm.

During the emergency period, the Public Works crew will remove all fallen trees out of the roadway.

