



Employee Emergency Preparedness Handbook

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Weather Terms for the Hurricane Season

Definitions

Tropical Depression – A disturbance with a clearly defined low pressure area and a top wind speed of 38 miles per hour.

Small Craft Advisory - When winds reach 21-38 miles per hour (18-33 knots) or hazardous wave conditions threaten a coastal area, small craft operators are advised to remain in port and not venture into the open sea.

Tropical Storm – A distinct low pressure area well defined by a rotating circulation, with winds of 39-73 miles per hour.

Hurricane – When a tropical storm's constant wind speed reaches 74 miles per hour or greater, it is classified as a hurricane.

Evacuation Order – The most important instruction you will receive from local governmental officials, relayed over local radio and television stations. Once issued (an evacuation order is mandatory under law for residents of mobile homes and areas ordered to evacuate), gather your survival kit and leave immediately. If you live in a safe area, secure your home and be prepared to stay. Because of long evacuation times and the unpredictability of hurricanes, you may be ordered to leave before a warning is issued.

Warnings

Tropical Storm Watch – An announcement for specific areas that a tropical storm (or the potential of a newly developing storm) poses a threat to coastal areas, generally in 48 hours.

Tropical Storm Warning – A warning that tropical storm conditions, including possible sustained winds of 39-73 miles per hour, are expected in specific coastal areas within 36 hours.

Hurricane Watch – An announcement for specific areas that a hurricane or hurricane conditions pose a threat to a coastal area, generally within 48 hours.

Hurricane Warning – An alert that a hurricane is expected in a specified coastal area within 36 hours. When a hurricane warning is issued, all precautions should be completed immediately. If the hurricane's path is unusual or erratic, the warning may be issued only a few hours before the beginning of hurricane conditions.

Types

Landfalling – A hurricane characterized by the track of its eye crossing from water to land and continuing inland, as in a storm striking the west coast of Florida from the Gulf of Mexico.

Paralleling – A hurricane characterized by the track of its eye approaching but not crossing the coastline, often moving parallel along the shore, yet producing significant hurricane hazards, as in a storm moving northwest along the west coast of Florida peninsula.

Exiting – A hurricane characterized by its return to open water after traversing a significant land mass, as in a storm entering the east coast of the Florida peninsula and exiting via the west coast.

Hazards

Storm Surge – The storm surge is by far the most dangerous of the three hazards, historically causing nine out of ten hurricanes-related deaths. Storm surge is a great dome of water that crosses the coastline near where the eye of the hurricane makes landfall. The maximum storm surge will be experienced south of where the eye of the hurricane makes landfall. This surge, when coupled with the breaking waves, will cause great destruction. The more intense the hurricane and the closer to perpendicular its track is in relation to the coastline, the higher the storm surge. Also affecting storm surge height is the water depth along a threatened coastline. Because of the high shoaling factor (shallow water and gradual slope of the Gulf bottom) off the West Central Florida coast, Pinellas County will receive higher surge heights than other areas.

High Winds- High winds will also render segments of the population vulnerable to a passing hurricane. This hazard applies to residents of structures unable to withstand the stress of hurricane-force winds, which are defined as winds with maximum sustained velocity exceeding 72 miles per hour. The National Weather Service recommends all residents of mobile homes evacuate to a more sound structure when threatened by a hurricane. High winds also impact the timing of the evacuation order since they arrive at the coastline several hours before the arrival of the eye of the hurricane. All evacuation activities must be completed prior to the arrival of sustained gale force winds (40 mph) with the awareness there will be significantly higher gusts. Additionally, tornadoes are often spawned during a hurricane storm event. Unlike the arrival of hurricane force winds, they will develop fast, inflict tremendous damage, and vanish quickly. It is impossible to predict tornadoes or where they will strike.

Rainfall- Since the structure of every hurricane is unique; there is no way to determine the rate and distribution of the expected six to twelve inches of rainfall generally accompanying the storm. However, it is known that rainfall has only minor influence on the storm surge water levels. Rainfall in itself will not normally require the emergency evacuation of a large number of residents during the passage of a hurricane as does the storm surge, but it may cause the slowing of traffic or the severing of evacuation routes,

adding critical hours to overall evacuation time. Hourly records of rainfall rates and accumulations for past hurricanes indicate that rates high enough to surpass drainage capabilities normally parallel in time the arrival of sustained gale force winds.

Categories and Damage Potential

Category 1 Winds 74-95 mph – Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to other structures. Some damage to poorly constructed signs. Storm 5 to 7 feet above normal. Flooding at barrier islands and low-lying coastal roads, minor pier damage, some small craft in exposed anchorage torn from moorings.

Category 2 Winds 96-110 mph – Considerable wind damage to shrubbery, trees and foliage, some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs. Some damage to roofing materials of buildings, and some window and door damage. No major damage to inland buildings. Considerable damage to piers, marinas and small craft in unprotected anchorage. Storm surge 7 to 12 feet above normal. Damage and flooding as described in Category 1.

Category 3 Winds 111-130 mph – Foliage torn from trees, large trees blown down. Practically all poorly constructed signs blown down. Some damage to roofing materials of buildings, some window and door damage. Some structural damage to small buildings. Mobile homes destroyed. Storm surge 12 to 15 feet above normal. Serious flooding along barrier islands and coast, with larger structures being damaged and smaller structures destroyed by waves and floating debris.

Category 4 Winds 131-155 mph – Shrubs and trees blown down. All signs blown down. Extensive damage to roofing materials, windows and doors. Complete destruction of mobile homes. Storm surge 15 to 20 feet above normal. Major damage to lower floors of structures near the coast or on barrier islands due to flooding, waves and floating debris.

Category 5 Winds above 155 – Shrubs and trees blown down. Considerable damage to roofs of buildings. All signs down. Some complete building failure. Complete destruction of mobile homes. Storm surge greater than 20 feet above normal. Major damage to lower floors of all structures less than 15 feet above sea level and within 500 yards off shore.



City Of St. Pete Beach

Dear Employee:

Natural disasters are a fact of life. Hurricane season 2004 ended 124 lives and caused more than \$20 billion in damage across the state of Florida.

For 44 days spanning August through September, not a moment passed without Floridians warily watching a storm, bracing for landfall, being battered or trying to recover. Many people lost friends, relatives, homes, jobs, cars and pets. Although Pinellas County did not suffer a direct hit from Hurricane Charley as predicted, we saw the devastation it caused and realized how lucky we were.

As City of St. Pete Beach employees, we face additional burdens during a disaster. We must provide emergency services to the community in addition to tending to our own needs and responsibilities. This means we have to be the best prepared citizens in the area.

This manual details your roles and responsibilities in the event of a hurricane. It also provides you with valuable information on how to ensure the safety of your family and property.

By planning ahead and making the commitment to work together, we can see ourselves and our residents through the devastation and hardship.

Yours truly,

Wayne Saunders

Wayne Saunders, City Manager

Emergency Operations Overview

Emergency Management Objectives

The City of St. Pete Beach's Emergency Operations Plan establishes a framework through which the City may prepare for; respond to; recover from; and mitigate the impacts of wide range disasters that may adversely affect the health, safety or general welfare of the residents of the City. Emergency operations have been coordinated with Pinellas County Emergency Management to ensure a cooperative effort in the response to all aspects of potential disasters.

The objectives of the plan are to:

- a. Minimize suffering, loss of life, personal injury, and damage to property resulting from emergency and disaster conditions.
- b. Minimize disaster-related material shortages and service system disruptions that would adversely affect the residents and economy of the City.
- c. Provide immediate relief and enhance short-term and long-range recovery following a disaster.
- d. Provide training and support to enable City personnel to respond adequately to disaster situations.

Emergency Management Phases

There are distinct phases of emergency management operations. City employees play a vital role in all of these phases:

- a. *Mitigation*: Mitigation activities are those that either prevent the occurrence of a disaster or reduce the community's vulnerability in ways that minimize the adverse impact.
- b. *Preparedness*: Preparedness activities are those that exist prior to a disaster and are used to support and enhance the emergency response. Planning, training and exercising are preparedness activities.
- c. *Response*: Response activities are designed to address the immediate and short-term effects of a disaster. Response activities help rescue casualties and damage and to speed recovery. Response activities include direction and control, warning, and evacuation
- d. *Recovery*: Recovery activities involve restoring systems to normal. Short-term recovery actions assess damage and return vital life- supporting systems to minimum operating standards. Long-range recovery involves restoring quality of life to pre-disaster conditions or better. Recovery operations are further divided into three stages:

Immediate Emergency Period

The immediate emergency period begins immediately after the disaster and may extend for several days, depending on the size of the incident. Immediate emergency operations include:

- State of Local Emergency declaration
- Search and rescue
- Medical care of injured
- Security and traffic control
- Preliminary damage assessment
- Emergency debris clearance
- Priority restoration of services
- Emergency transportation
- Sheltering and mass feeding

Short-term Restoration Period

The short-term restoration period may last from days to several weeks, depending on the size of the incident. Operations during this period include:

- Re-entry
- Detailed damage assessment
- Debris clearance and removal
- Disaster declaration
- Federal assistance programs
- Non-emergency restoration of services
- Resource distribution
- Temporary housing
- Emergency repairs
- Mass feeding
- Mass transportation

Long-range Restoration Period

The long-range restoration period may continue for several months and possibly years, for example, Homestead, Florida. Long-range restoration includes:

- Disposal of debris
- Decisions on new construction codes and densities
- Economic impacts
- Public disaster assistance
- Mitigation

State of Local Emergency

Florida statues authorize the Mayor to declare a State of Local Emergency when conditions exist which adversely affect the health, safety or welfare of citizens, visitors or property within the City of St. Pete Beach. During a State of Local Emergency, four emergency ordinances may go into effect.

Evacuation

City Ordinance

Once a State of Local Emergency has been declared by the Governor or County Commission, an Evacuation Order Endorsement by the Mayor shall be enacted for the residents of the City of St. Pete Beach.

Curfew: Declare certain areas off-limits

County Ordinance

There shall be a general curfew throughout the City of St. Pete Beach; provided however, this shall not apply to regular members of law enforcement bodies. Regular employees of local industries, while traveling to and from their jobs are exempt, provided they have identification if stopped by any law enforcement personnel. In addition, the Sheriff's Department shall have the authority to declare certain areas of the city off limits to other than authorized personnel.

Regulation of use of Water

County Ordinance

It shall be unlawful for any person, firm, or corporation to use fresh water supplied by the Pinellas County Water System for any purpose other than cooking, drinking, or bathing.

Prohibition of price gouging and overcharging

County Ordinance

It shall be unlawful for any license of the City of St. Pete Beach to charge more than the normal average retail price for any merchandise sold during the State of Local Emergency. The average retail price, as used herein, is defined to be that price at which similar merchandise was being sold during the (90) days immediately preceding the State of Local Emergency.

Restriction on sale of alcohol, explosives, and combustibles

County Ordinance

No alcoholic beverage, explosives, or combustibles shall be sold within the City of St. Pete Beach.

All violations of emergency ordinances are second-degree misdemeanors, punishable by a fine of \$500 and/or imprisonment in the Pinellas County Jail for a period of sixty (60) days. Emergency ordinances shall be rescinded upon termination of the State of Local Emergency.

The City's Role in Hurricane Preparation and Response

When a hurricane threatens our area, the City is responsible for:

- a. Warning those who are in hurricane evacuation zones of the hurricane threat.
- b. Assisting all who evacuate to do so safely by controlling traffic and keeping the roads open.
- c. Ensuring that those citizens who have special needs, such as the ill and frail elderly and others needing assistance, are evacuated.
- d. Preparing all City facilities, utilities and personnel for the hurricane.
- e. Maintaining law and order before, during and after the storm by preventing looting, price gouging, acts of civil disobedience, and other actions harmful to the public.
- f. Ensuring accurate and timely information provided on where and how to obtain assistance and resources.
- g. Searching for and rescuing victims after the storm.
- h. Clearing all roads of debris to allow search and rescue, damage and needs assessment, utility system repair crews and relief personnel access to damaged areas.
- i. Coordinating all relief efforts in the City to include determining needs, warehousing, distributing food, supplies, and assigning volunteer relief workers as needed.
- j. Repairing and recovering all costs due to the storm from federal, state and local sources.
- k. Restoring and resuming government operations as soon as possible, i.e., payroll, Council meetings, and general city services.

City Employees' Role in Hurricane Preparation and Response

Introduction

During disaster operations, it will not be business as usual. Emergency operations' planning has identified the tasks that must be accomplished during a disaster. Many City employees will function in primarily their same role, but under a different supervisor and organizational command. Emergency operations will be coordinated by Department Operations Centers and the City's Emergency Operations Center (EOC). Other City employees may be performing tasks completely different from their regular assignments. For example, Recreation/Library personnel have been assigned to provide support for all City employees. Most of these special roles are assigned in advanced.

Preparation and Readiness

It is important for City employees to remember that each weather situation is going to be unique and will require that decisions be based on each individual situation. It is important for all staff to remain flexible, as City Management must also remain flexible to best respond to each storm.

In the event that some City facilities are closed down, staff may be:

- a. Reassigned to another location.
- b. Under declared emergency conditions where certain employees are unable or not required to report to work due to an emergency, the City Manager or designee may declare an excused absence period and the City will pay the excused employee for their regular scheduled hours.

Employee Assignments

During occasions of local emergencies, all employees shall be required to perform emergency tasks which may result in extended work ours as well as extended periods of time away from family members.

Employee assignments shall be in accordance with each Department's emergency preparedness guide.

It is the responsibility of the employee to make contact with their supervisor before the storm in order to get work assignment. Those who fail to do so will face termination.

Reporting to Work in Disaster Conditions

Personal Reporting Requirements

Because every employee will be needed in the aftermath of a storm, you must report to your assigned work area as specifically assigned by your department representative. If you cannot report because of damage or debris and telephones are working, you must call the number given to you by your supervisor. If telephones or radios are *not* working and you cannot get to your normally assigned workplace, you must report to the nearest City of St. Pete Beach Fire Station for instructions.

You should ensure that you have a current City of St. Pete Beach photo ID card to allow you entry into restricted areas or back into the county. Instances or personnel not reporting for work will be examined on a case-by-case basis afterward.

Keep in mind that City locations or facilities may be unsafe and uninhabitable; therefore, the above reporting location may change. If a pre-designated site is unavailable, information will be provided at the site directing you to the new location. If you are unable to report to a designated site, report to the nearest St. Pete Beach Fire Station.

Scheduling

During emergency operations, you will be scheduled by your supervisor to work additional hours as described in each Department's Disaster Preparedness Plan. This scheduling may continue for an extended period of time. Shifts will be implemented at times to allow both shifts daylight times to make repairs or clean-up their homes.

What to Bring with You

When reporting for duty during emergency operations, you should bring the following supplies:

- Uniforms for three days (ID applicable)
- Comfortable Clothing for three days
- Extra shoes and socks
- Rain gear
- Toiletries – toothbrush, soap, deodorant, etc.
- Hand and Bath towels
- Flashlight and extra batteries
- Food supply for three days
- Water and snack foods, i.e., crackers, candy, raisins, granola bars
- Sunscreen
- Medications
- Insect repellent
- Cash
- Pillow and blanket

- City Identification
- Any special dietary foods you may need

When planning meals, please take into consideration that the nature of your duties will most likely be more strenuous than normal. It is recommended that you plan high calorie, high protein, and balanced meals. Some suggestion meals are:

- Canned spaghetti and meatballs
- Canned beef stew
- Canned chicken with tortillas and refried beans
- Canned Ravioli
- Canned chicken and dumplings

With each of these main dishes it is important to remember fresh fruits and vegetables as well as bread and crackers. These foods will stay fresh when not refrigerated for at least three days. Do not bring food that requires refrigeration.

What You Should Expect

It will not be business as usual. You may not be doing the things you usually do at your job. Each department will be assigned specific tasks and that will mean you will be doing whatever is necessary to care for and protect our citizens. Direction will be administered from the EOC (Emergency Operations Center). You should dress appropriately to fulfill whatever role you may be assigned.

You may be working under a different table of organization. People to whom you now report may not be the people whom you are assigned during an emergency. Likewise, if you have supervisory responsibilities, you may have different people under your supervision.

Residents will depend on us to deliver support and service in a timely and organized manner. We will do everything possible to meet those expectations.

Expect to remain on duty until you are released by your department director or designee. This makes it especially important for you to prepare your family to give both you and them peace of mind.

The City will do all that is possible to assist you in contacting your family to ensure their safety.

The City will attempt to store food supplies during the hurricane season. Such supplies will be made available to each department to supplement each employee's personal three-day supply. Employees should not expect a meal at the beginning of their shift. Meals will be provided only to employees assigned to work functions. Employees are reminded to bring a complete non-perishable three-day food supply when reporting to work associated with weather emergencies.

Prepare Your Home and Train Your Family

Participate in preparedness training by reading this handbook and viewing emergency preparedness materials. The Pinellas County All Hazards Preparedness Guide contains evacuation areas and routes, shelter information and preparedness tips.

Develop a Family/Home Preparedness Plan

You'll feel better knowing your family is prepared for the storm. Start considering the following right away:

Build a Kit

Families and individuals need to consider their specific needs to ensure they have the right supplies to manage by themselves during the first 10 days following a disaster.

- Store a gallon of water per person per day, for drinking and sanitation. In case your water supply runs out, pre-identify safe sources of water, use water filters or boil water if you are unsure about its cleanliness. Have disposable cups available and remember to clean the water containers after using them.
- Gather a 10-day supply of non-perishable foods for each person in the household. Individuals with special diets and allergies will need particular attention as will babies, toddlers and the elderly. Nursing mothers may need liquid formula. Part of the grocery shopping for the 10 days of supplies should include cleaning products for our homes as well as ourselves.
- Canned dietetic foods, juices and soups may be helpful for ill or elderly people.
- Have enough hand sanitizer, antibiotic ointment, hygienic products, diapers and wipes available for children and older adults.
- Make sure to have food and water for your pet. Be sure your pet is wearing a collar with updated identification tags with the pet's name, owner's name, address and phone number.
- Have at hand a favorite toy, stuffed animal, books and coloring book and crayons for the younger members of the family.

Make a Family Communications Plan

As roads may be impassable and cell phone service may be disrupted, identify alternate ways of staying in touch with loved ones.

- Choose an out of town friend or relative as a point of contact.
- Decide on a meeting place in case you cannot return home.
- Keep important documents and phone numbers with you at all times. Establish an out-of-state contact; someone that all family members can call should you be separated.
- Ensure children are included in preparedness conversations and make sure they have emergency contacts memorized or saved in a secure place.

Evacuation

- Identify the closest shelter in case you are ordered to leave your home, and let your family know its location.
- Prearrange child-care and elder-care with relatives or friends for times you may be called for disaster duty.
- Make sure your home is secure as possible. Clear your yard of loose objects, and think about where you will place loose objects such as lawn furniture, barbecues, garbage cans, etc.
- Prepare windows, doors, garage doors, and secure or remove awnings. Keep trees trimmed during hurricane season. Do not trim immediately before a storm when there is no debris pickup. Pools should not be drained; however, lowering the level by one foot is recommended. Secure your boat early.
- Show a responsible person in your household how and when to shut off water, gas and electric.
- Plan how your family would stay in contact if separated. Identify two meeting places outside your home where your family would meet. Select a relative or friend out of the area that family members can call if separated. Also keep a list of important telephone numbers with you.
- If you live in an evacuation zone, make sure you have a plan as to where you will evacuate. Do not try to take all your valuables with you (photo albums, baby pictures etc.) Take a few things that remind you of the past and most cherish. Be sure to inform your supervisor of a number where you can be reached. Be sure to tell your neighbor and relative your plan and how to reach you so that they will know you are safe. If you would like evacuation zone information, please contact the fire department.
- Should your home be uninhabitable following the storm, plan for an alternative shelter, this also applies to your child care providers who may be affected by the storm.
- If you or your family are on medication, make sure you have a sufficient supply to last several weeks after the storm. Ask your doctor for an extra prescription during the hurricane season. Following a major storm, it may be extremely difficult to find a local pharmacy that is open and your doctor may have left town. In addition, if anyone in your household is on oxygen, be sure to prepare for a possible electrical outage and have extra tanks on hand.
- Read through your homeowner's or renter's insurance. Make sure you know what is covered and what is not covered. Talk to your agent if you have any questions. Flood insurance and (usually) homeowner's insurance does not cover house elevation. Finally, make sure your insurance papers are available following the disaster.
- Top off gas tanks in all City and personal vehicles.
- Make sure you have extra batteries for your radio and flashlights. Have a supply of such things as nonperishable food, water, insect repellent and other necessities.

- Plan for storage and access to all your personal papers and policies. Make duplicates. Prepare a hurricane file box or folder for papers you will need immediately and place other valuable documents somewhere hurricane proof, such as a safe box or other secure location like a desk drawer at work.
- You will need money. Take your check book, ATM and credit cards. Get cash from the ATM before the storm as machines and banks may be closed for some time afterward. Keep those credit cards in a safe place and give a lot of thought before using them.

Pets

Think about your pets. Pets cannot be taken to most shelters. Think of alternatives before a hurricane strikes. Check with your vet regarding special animal shelters.

If you leave your pets behind, they may be lost, injured – or worse. Never leave a pet chained outdoors. Plan options include:

- Create a buddy system in case you're not home. Ask a trusted neighbor to check on your animals.
- Identify shelters. For public health reasons, many emergency shelters cannot accept pets.
- Find pet friendly hotels along your evacuation route and keep a list in your pet's emergency kit.
- Locate boarding facilities or animal hospitals near your evacuation shelter.
- Consider an out-of-town friend or relative
- Locate a veterinarian or animal hospital in the area where you may be seeking temporary shelter, in case your pet needs medical care. Add the contact information to your emergency kit.
- Have your pet microchipped and make sure that you not only keep your address and phone number up-to-date, but that you also include contact info for an emergency contact outside of your immediate area.
- Call your local emergency management office, animal shelter or animal control office to get advice and information.
- If you are unable to return to your home right away, you may need to board your pet. Find out where pet boarding facilities are located.
- Most boarding kennels, veterinarians and animal shelters will need your pet's medical records to make sure all vaccinations are current.

If you have no alternative but to leave your pet at home, there are some precautions you must take, but remember that leaving your pet at home alone can place your animal in great danger!

If You Must Evacuate

- Take your hurricane survival kit with you!
- Take important papers with you, including your driver's license, special medication information (particularly if you require medication or have a chronic illness), insurance policies and property inventory.
- Let friends and relatives know where you are going.

- See if neighbors are in need of assistance before you leave.
- Lock windows and doors.
- Turn off electricity at the main breaker.

Employee Support

Introduction

The City will assist you during emergency operations to the extent possible with the limited resources that may be available. **We recommend you make provision for your family out of the affected area before the storm.**

Sheltering

You may wish to select any of the following alternatives for your family:

- Evacuate the area
- Stay with family and friends
- Develop a host home program with another employee's family to provide safe shelter in a non-evacuation zone
- Stay at an evacuation center or a Red Cross shelter close to home

Dependent on storm conditions and damage to the facility, the Recreation Center may be open as a shelter facility for employee's families after the storm.

You must decide where your family will be the most comfortable. Evacuation centers and Red Cross shelters will be crowded and noisy. Water supplies and sanitation service will be greatly affected in severe storm.

Supplies and Meals

The Recreation Director, as the City's Logistics Officer, is responsible for managing food services for City employees during a disaster.

Childcare

The City of St. Pete Beach will NOT have provisions for childcare service for working employees.

Paychecks

The Finance Department has a plan to ensure that City employees continue to receive pay.

Pets

Most shelters will not take pets. Please make arrangements to shelter your pet at a pet friendly shelter. See page (29)

Items needed if you decide to go to an Evacuation Center/Red Cross Shelter or if your Family Stays Home

Food and Utensils

- Food: Nonperishable, needing little or no cooking; high nutrition type with little waste
- Heating source, such as camp stove or canned heat stove, extra fuel (if you decide to stay home)
- Eating and drinking utensils (non-breakable)
- Bottle and can openers
- Water, one gallon per day, per person
- Salt, pepper and sugar
- Snacks

Clothing and Bedding

- At least one change of clothing per person
- Sturdy work clothes
- Sturdy shoes and extra socks
- Extra underwear
- Outerwear: rain gear, coats, jackets, boots, ponchos
- Pillow
- Sleeping bag or two blankets per person

Communication, Lighting, Safety

- Battery-operated radio
- Extra batteries
- Flashlights
- Matches (in waterproof container)
- Work Gloves
- Whistle
- Map of the area (for locating shelters)
- Compass

Personal Items

- Washcloth and towel
- Reading and Writing materials
- Sewing Kit
- Soap, toothbrush, toothpaste, deodorant
- Small toys and books for children
- Hair care items
- Insect repellent and insecticide
- Mirror
- Contact lens solution
- Dentures
- Shaving Kit
- Sanitary napkins and tampons
- Extra set of car and house keys
- Sunglasses

Baby Supplies

- Clothes, diapers
- Milk or formula
- Powders, creams or ointments, baby wipes
- Bottles and nipples
- Small toys
- Portable crib, sheets, blankets, rubber pads
- Medication/prescriptions

Additional Items

Emergency Checklist

Papers and Valuables

- Social Security cards
- Birth Certificates
- Marriage and death records
- Driver's license
- Cash and credit cards
- Wills
- Insurance policies
- Deeds
- Stocks and bonds
- Savings and checking account books and account numbers
- Inventory of household items (photos preferred)
- Small valuables: cameras, watches, jewelry etc.

Medical/First aid Supplies

- Medication, prescriptions
- Physicians phone number
- Sterilize gauze pads
- Hypoallergenic adhesive tape
- 2-inch and 3-inch sterile roller bandages
- Scissors, tweezers, needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Petroleum Jelly or lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Sunscreen

Additional Items

Non-Prescription Drugs

- Pain reliever
- Anti-diarrhea medication
- Antacid (stomach upset)
- Syrup of Ipecac
- Laxative

Car Kit

- Battery-powered radio and extra batteries
- Flashlight and extra batteries
- Blanket
- Booster Cables
- Fire Extinguishers (5-pound, A-B-C type)
- First-aid kit and manual
- Bottles water and nonperishable high-energy foods
- Maps
- Shovel
- Tire repair kit and pump
- Flares

If your family stays home

Suggestions for Your Family's Safety

Clean containers for drinking water and also your bathtub for storing drinking water. Line bathtub with plastic sheeting or a clean shower curtain, or caulk the drain with silicone caulking (it will hold water for weeks and cleans up easily when dry). Plan on three gallons per person, per day for all uses. Obtain at least a two-week supply of nonperishable foods. Don't forget a non-electric can opener.

During the storm, stay inside and away from the windows, skylights and glass doors. Find a safe area in your home (an interior, reinforced room, closet or bathroom on the lower floor).

Wait for official word that the danger is over. Don't be fooled by the storm's calm "eye". If flooding threatens your home, turn off electricity at the main breaker.

If you lose power, turn off major appliances, such as air conditioner and water heater to reduce damage as power is restored.

These Simple Tasks could save Your Life and Your Home

- Listen for weather updates on local TV and radio stations. Don't trust rumors and stay tuned to the radio for the latest information.
- Check your emergency checklist. Obtain any needed items.
- Refill Prescriptions. Maintain at least one month supply during hurricane season.
- Clear Yard of all loose objects, such as lawn furniture, potted plants, bicycles and trash cans.
- Protect your windows and doors. Brace double entry and garage doors at the top and bottom (See Protecting your Windows pg. 30)

Food, Diet, Power and Water

Prepare a two week supply of food. Though it is unlikely that an emergency would cut off your food supply for that long, such a stockpile can relieve a great deal of inconvenience and uncertainty until services are restored. You don't need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves.

Keep canned foods in a dry place where the temperature is fairly cool. To protect boxed foods from pest and extend their shelf life, store the boxes in tightly closed cans or metal containers.

Rotate your food supply. Use foods before they go bad and replace them with fresh supplies dated in ink or marker. Place new items at the back of the storage area and older ones in the front.

Shelf-life of foods

Use within six months:

- Powdered milk, dried fruit, crisp crackers, potatoes

Use within one year:

- Canned condensed meat and vegetable soups
- Ready to eat and uncooked instant cereals (in metal containers)
- Canned fruits, fruit juices and vegetables
- Peanut butter, jelly, hard candy, chocolate bars and canned nuts

May be stored indefinitely (in proper containers and conditions)

- Wheat, corn, soybeans, Vitamin C, salt, white rice, powdered milk (in nitrogen-packed cans)
- Vegetable oils, dry pasta
- Non-carbonated soft drinks
- Bouillon products, baking powder
- Instant coffee, tea and cocoa

Diet

Healthy people can survive on half their usual food for an extended period and without any food for many days. Food, unlike water, may be rationed safely. If your water supply is limited, avoid foods that are high in fat and protein, and don't stock salty foods, since they will make you thirsty. Try eating salt-free crackers, whole grain cereal and canned foods with high liquid content.

Nutrition Tips

In a crisis, it will be vital that you maintain strength.

So remember:

- Eat at least one well-balanced meal every day
- Drink enough liquid to enable your body to function properly (two quarts a day)
- Take in enough calories to enable you to do any necessary work
- Include vitamin, mineral and protein supplements to assure adequate nutrition

Food and Power Outage

First use perishable food and foods from the refrigerator. Then use foods from the freezer. To minimize the number of times you open the freezer door, post a list of freezer contents on it. In a well-filled, well-insulated freezer, foods will usually still have ice crystals in their centers (meaning the foods are safe to eat) for at least three days.

For emergency cooking, you can use a fireplace, charcoal grill or camp stove **outdoors only**. You also can heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten right out of the can. If you heat the can, be sure to open the can and remove the label first.

Water Supply

Store at least a two-week supply of water for each member of your family. Store at least one gallon of water per person per day. A normally active person needs to drink at least two quarts of water each day. Heat can double that amount of water needed. Children, nursing mothers and ill people will need more. Store more water for preparation and hygiene.

Never ration water. Drink the amount you need today and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool. Store water in thoroughly washed plastic, glass, fiberglass or enamel-lined containers. Plastic containers such as soft drink bottles are the best. Seal your water containers tightly, label them and store them in a cool, dark place.

Purification

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause disease such as dysentery, cholera, typhoid and hepatitis. You should purify any water you are uncertain of.

There are many ways to purify water; none perfect. Often the best solution is a combination of methods. Before purifying, let any suspended particles settle to the

bottom or strain them through layers of clean cloth. The following are three purification methods which kill microbes;

- Boiling water – safest method of purifying water. Bring the water to a boil for 10 minutes keep in mind that some water will evaporate. Let the water cool before drinking. Boiled water will taste better if you put oxygen back into it by pouring it between two containers or add a pinch of salt for taste.
- Chlorination – The use of liquid chlorine bleach to kill microorganisms. Use bleach that contains 5.25% sodium hypochlorite and no soap. Some containers warn “Not for Personal Use”. You can disregard this warning if the label states sodium hypochlorite as the only active ingredient and if you only use the small amount quantities in these instructions.
 - a. Add two drops of bleach per quart of water (four drops if the water is cloudy) stir and let stand for 30 minutes. If the water does not taste and smell of chlorine at that point, add another dose and let it stand another 15 minutes.
 - b. If you do not have a dropper, use a spoon and a square-ended strip of paper or thin cloth about one inch by two inches. Put the strip in the spoon with an end hanging down about one inch below the scoop of the spoon. Place bleach in the spoon and carefully tip it. Drops the size of those from a medicine dropper will drop off the end of the strip.
 - c. Purification tablets release chlorine or iodine. They are inexpensive and available at most sporting goods stores and some drug stores. Follow the package directions. Usually one tablet is sufficed for one quart of water double dose for cloudy water.

Distillation

Distillation will remove microbes, heavy metals, salt and most other chemicals. Fill a pot halfway with water and tie a cup to the handle on the pot's lid so that the cup will hang right side up when the lid is upside down. Put the lid on the pot upside down making sure the cup is not dangling in the water. Boil the water for 20 minutes. The water that drips from the lid into the cup will be distilled.

Generator Safety

- Never connect a portable electric generator directly to your home's wiring or regular household electrical outlet.
- Read and follow manufacturer's instructions. Never overload a generator.
- Never use a generator indoors or in an attached garage. Make the generator has proper ventilation to disperse carbon monoxide fumes.
- Plug individual appliances into the generator using heavy duty outdoor rated power cords.
- Do not fuel indoors or try to refuel a generator while it is running.
- Turn off all equipment powered by the generator before shutting down your generator.
- To avoid electrical shock make sure your generator is properly grounded.
- Keep children away from portable electric generators at all times.

Protecting Your Pets

Most evacuation Centers and Red Cross shelters will not accept pets so make arrangements beforehand. Friends or relatives living outside evacuation areas provide the best possibilities since more than 130,000 dogs and cats are estimated to live in Pinellas County according to the Pinellas Animal Foundation. Fewer than 3,000 shelter spaces are available for pets. Foundation officials urge residents to use shelters only as a last resort.

Most clinics and kennels say they will charge their regular boarding rates and take pets on a first come first serve basis. However, some say they will give preference to their regular customers. SPCA shelters won't charge but will accept donations. Pets needing medication should go to the veterinary hospital.

Your pet should wear an identification collar and be in a carrier or cage. A leash, water bowl, food for at least two days and any medications (all tagged with proper identification and specific care instructions) should accompany your pet. Pet boarders may require proof of rabies, distemper/parvo, bordetella, coronavirus, feline leukemia, rhinotracheitis/calico virus or panleukopenia vaccines are up to date.

SPCA officials urge pet owners to heed early warnings because shelters will not come to your home to pick up pets. Pinellas County Animal Control suggests that large animals especially horses be released into larger open pastures. Walshingham Park at 102nd Avenue and 125th Street is the ideal site based on location, native vegetation, available water, perimeter fencing and protection from flying debris.

Horses must have current vaccinations, proof on the annual Coggin's test and identification. Owners will be required to sign a waiver of liability and to follow directions given at the release sites. Once the storm passes, owners should remove their horses as soon as practical.

Preparing Your Boat

Take action early. Don't wait until a hurricane warning is declared. The storm's fringe activity will make preparations difficult. Remember, most drawbridges will be closed to boat traffic once an evacuation is ordered. If your boat is stacked, stored in dry storage and you have a trailer, consider securing the boat at home. If you have a trailer and are in an evacuation zone, consider taking the boat with you.

If your boat will remain in berth, before hurricane season check the strength of primary cleats, winches and chocks. They should have substantial back plates and adequate stainless steel bolts.

Purchase extra mooring lines and chafing gear in advance; they may not be available just before a hurricane. Protect lines from chafing by covering rub spots with leather or old garden hose. Double all lines with rig crossing spring lines fore and aft. Attach lines high on the piling to allow for tidal rise or surge. Seal all openings with duct tape to make the boat watertight as possible.

Charge batteries for automatic bilge pumps. Reduce dock or piling crash damage by securing old tires along the sides of the boat. Remove loose gear from the deck and store it securely inside or at home.

For a boat stored on a trailer, latch the boat and the trailer down in a protected area. Let the air out of the tires before the trailer is down. Place blocks between the frame members and the axle inside each wheel. Secure with heavy lines to fixed objects from four different directions if possible.

If you prefer, remove the boat from the trailer and latch down each separately. Remove the outboard motor, battery and electronics and store them. Small boats can be filled with water to give added weight after latching down. If you value your boat more than your car, put the boat in the garage and leave the car outside.

After the Storm

What to expect

After Hurricane Andrew, the people of South Dade County found themselves under a hot sun without power, water, food or any of the services and businesses we rely on. Immediate response may not be possible. Residents must be prepared to be self-reliant for several weeks. Here is how you can help:

Reentry

- Be patient. Access to affected areas will be controlled. You will not be able to return to your home until search and rescue operations are complete and safety hazards such as downed trees and power lines are cleared. It may take up to three days for emergency crews to reach your neighborhood. It may take two to four weeks before utilities are restored.
- Stay tuned to your local radio station for advice and instructions about emergency medical aid, food and other forms of assistance.
- Carry a valid ID. Security operations will include checkpoints. A valid ID with your current local address will be required. Also, carry your City ID.
- Avoid driving. Debris on roads will puncture vehicle tires.
- Do not sightsee, especially at night. You may be mistaken for a looter.

For Your Safety

- Avoid downed or dangling utility wires. Metal fences may have been “energized” by fallen wires. Be especially careful when cutting or clearing fallen trees. They may have power lines tangled in them.
- Beware of snakes, insects, or animals driven to higher ground by floods.
- Enter your home with caution. Open windows and doors to ventilate and dry your home.
- If there has been flooding, have an electrician inspect your home or office before turning on the breaker.
- Be careful with fire. Do not strike a match until you are there are no breaks in the gas lines. Avoid candles and use battery-operated flashlights and lanterns instead.
- Keep grills for cooking outdoors in a well ventilated area.
- Assess and photograph or videotape damage to your home and its contents.
- Use your telephone only for emergencies to keep lines open for emergency communications.

Repairs

- Make temporary repairs to correct safety hazards and minimize further damage. This may include covering holes in the roof, walls, or windows, bracing and debris removal.
- Only hire licensed contractors to do repairs. Check with local building department to ensure the contractor is licensed.

- If you hire a contractor, do not pull the permits for them. If the contractor requests that you act as the contractor, this may be an indication that he is not properly licensed and is not entitled to permit privileges.

Generators

- Fueled by gas, generators can run appliances and fans. Sizes range from 750 watts which will run a fan and a light up to 8,000 watts which will practically run a house (except for the air conditioner). Refrigerators require 400 to 1,000 watts.
- If you have lost power do not connect a portable generator to building wiring (This could injure or kill neighbors or electrical crews). Plug appliances etc., directly to the generator; place generator outdoors or in a well ventilated area. Do not forget to check the oil every time you add gas. For example, refrigerators can be kept cool by supplying power eight hours a day.

Clean-up Precautions

Call professionals to remove large, uprooted trees. Always use proper safety equipment such as heavy gloves, safety goggles, heavy boots, light covered long sleeve shirt and long pants. Tie back long hair and wear a hat and sunscreen. Drink plenty of fluids, rest and ask for help when you need it. Lift with the legs not with the back. Do not burn trash. If you cannot identify something, do not touch it. Be especially wary of downed electrical wires. Be extremely careful with a chain saw. Do not use it for the first time to clear your yard and always heed safety warnings.

Pinellas County Evacuation Center and Red Cross Shelters

School District Staffed Evacuation Centers

The Pinellas County Emergency Management (PCEM) is responsible for managing the availability of safe shelter space for the citizens and visitors of Pinellas County. Annually, PCEM will publish a list of shelters in their Surviving the Storm publication. The publication is available at all Fire Stations in Pinellas County and also at the St. Pete Beach City Hall.

Not every shelter will be opened for every potential storm event. Some shelters which are opened and staffed during lower level threats to the county may not be open during expected high level threats due to their geographical location and elevation. The county has been proactive in accommodating citizens with special medical needs and those with pets. There are three (3) shelters available in each of the aforementioned categories.

The following is a list of the number of shelters expected to open for each of the seven (7) categories:

- | | |
|--|----|
| 1. Recommended evacuations of mobile homes | 3 |
| 2. Mandatory evacuations of mobile homes | 8 |
| 3. Level A mandatory evacuation – up to | 14 |
| 4. Level B mandatory evacuation – up to | 14 |
| 5. Level C mandatory evacuation – up to | 17 |
| 6. Level D mandatory evacuation – up to | 27 |
| 7. Level E mandatory evacuation – up to | 24 |

All City employees should acquire a copy of the Surviving the Storm publication annually.

Pet Evacuation Centers

There is a considerable amount of information about dealing with your pets available in the Surviving the Storm publication as well as the Pinellas County Emergency Management web site at <http://www.pinellascounty.org/emergency/>. Additionally, below are several (not all) animal hospitals throughout the County:

Numbers in parentheses () reflect maximum number of pets facility can handle.

Animal Hospital of Largo (80) 13902 Walshingham Road, Largo	595-2287
Avian & Animal Hospital of Bardmoor (15) 11405 Starkey Road, Largo	398-1928
Bluffs Animal Hospital (125) 320 Indian Rocks Rd N, Belleair Bluffs	585-5682
Clearwater Animal Clinic (45) 1639 S. Missouri Ave., Clearwater	584-1151
East Bay Animal Hospital (130) 3445 East Bay Drive, Suite A, Largo	536-2743
VCA Gulf Bay Animal Hospital (150) 125 S. Belcher Road, Clearwater	304-4962
Love Animal Hospital (25) 510 Highland Avenue, Clearwater	447-4949
Animal & Bird Hospital (40) 2651 Sunset Point Road, Clearwater	796-2552
Paradise Pet Motel (100) 1641 West Bay Drive, Largo	585-8776
Advantage Pet Center (250) 11510 66 th Street North, Largo	544-2459
Seminole Blvd Animal Hospital (20) 12120 Seminole Blvd., Largo	587-0200
Veterinary Medical Hospital of Clearwater (15) 2420 State Road 580, Clearwater	796-1026
SPCA Tampa Bay (300) 9099 130 th Avenue North, Largo	586-3591

Protecting your Windows and Doors

Window (37x50")	Sliding Glass Door	Product Consideration
\$25	\$50	Plywood Sheets (3/4") inexpensive, difficult to store, handle & install
\$90	\$250-300	Window Security/Hurricane film makes glass very hard to break or shatter no prep/or storage
\$100	\$300	Storm Panel/easier to handle & store than plywood
\$170+	\$400+	Aluminum Awnings/ minor prep, No storage
\$200+	\$600+	Accordion Doors/ minor prep, no storage
\$250	Not Available	Bahama Style Shutters/ minor prep, no storage
\$270	\$800	Colonial-style Shutters/ minor prep (attaching storm bars), no storage
\$400	\$1000	Horizontal Rolling Shutters/ some prep, no storage
\$450+	\$1000+	Roll-down Shutters/ minor prep (attaching storm bars, no storage

*Window Protection film considerations based on CM Studies at Texas Tech University. Do not confuse with window tinting. Shutter comparisons are from the Miami Herald.

Important: All window protection systems must be properly installed and maintained in order to work well. The performance of protection systems vary significantly with the quality of materials.