

**POST STORM COMMUNICATIONS
WORKSHOP
MAY 21, 2019**



2019 CALENDAR

January-2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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February-2019						
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March-2019						
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April-2019						
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May-2019						
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June-2019						
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July-2019						
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August-2019						
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September-2019						
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October-2019						
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November-2019						
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December-2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
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Holidays
 Meetings
 Conferences

Post Storm Communications Workshop Agenda

Florida Keys Mosquito Control District
Marathon Office
503 107TH Street
Marathon, FL

May 21, 2019
2:00 p.m. (approximate)

1.) Call to Order

2.) Roll Call

3.) Approval of Agenda

4.) Purpose of Workshop: Chairman Goodman announces that this workshop has been called for the purpose of discussing Post Storm Communications.

5.) Meeting Adjourned

Hurricane Preparedness Plan



Florida Keys Mosquito Control District Hurricane Preparedness Plans

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Hurricane Preparedness Policy

The District has established a Hurricane Preparedness Plan for all employees to follow. All personnel will have sufficient time to take care of their personal family needs. Once this has been accomplished, the employees will be assigned areas to make secure. This plan is designed to protect the District's property while also allowing employees the necessary time to protect their own property and safeguard their families in the event of a hurricane or tropical storm.

Employees may be required to work on a weekend or at night to prepare for the storm. Management will make every effort to allow employees time to prepare their personal property before a storm. All employees are strongly advised to have their personal plans in place and to do as much early preparation as possible. After the storm threat has passed, all employees will be required to report to work as soon as possible. The District will make every effort to work with employees who have suffered storm damage.

All personnel are to comply with Monroe County Emergency Management evacuation orders. Each Employee must travel with a usable uniform and FKMCD Identification Badge for reentry into Monroe County. In the event you are unable to evacuate, the FKMCD facilities are not an emergency shelter of last resort; please follow guidelines set by Monroe County Emergency Management for shelters of last resort. During and after the storm communications may be disrupted but comply with all Monroe County Emergency mandates. FKMCD instructions for Employees will be available through the FKMCD Emergency Line. All employee shall check the call-In number daily for instruction. After the storm threat has passed, all employees may return to their homes as directed by Monroe County emergency Management. The District will make every effort to work with employees who have suffered storm damage.

Due to the layout of the District, procedures will be different at each station (Key West, Marathon, Key Largo). In general, all employees shall follow the guidelines set forth by established persons in charge at each station. We are all responsible for certain equipment and also for the general preparation of each work site. Storage of personal property during the storm is not permitted unless essential to completing District assigned missions.

Responsibilities

Staff shall be notified by supervisor of storm threat. All vehicles are to have a completed vehicle inspection, all fluid levels are to be full and the vehicles must be completely fueled. They will be stored according to the directions given by the Lower Keys Supervisor (Key West), Director of Aerial Operations (Marathon), or Upper Keys Supervisor (Key Largo). All Equipment, records and chemicals shall be stored and secure and complete back-ups of computers should be completed. All grounds should be secured and windows shuttered or boarded at all facilities. All employees must have correct contact information on file in the event of an evacuation. Any employee who chooses to evacuate before (or return after) the Executive Director authorizes Administrative Leave, must use Annual Leave, Compensatory Leave, or Leave Without Pay if extra time is needed.

District aircraft may be evacuated to assigned areas, at the discretion of the Executive Director. If possible, after the aircraft are evacuated, flight crews will have the option to return to the District, to attend to personal family needs at the expense of the District. Level One personnel, to include pilots, will be required to return to the aircraft evacuation area. After the event, flight crews may be required to return the aircraft for immediate tasking by Monroe County, or move them to other locations as required. Due to the nature of mosquito control flight operations must resume as soon as possible following major weather events.

Hurricane/Tropical Storm Alert

- **Tropical Storm Watch:** Tropical Storm conditions with sustained winds from 39-74 mph are possible in your area within the next 36 hours.

- **Tropical Storm Warning:** Tropical Storm conditions are expected in your area within the next 24 hours.
- **Hurricane Watch:** Hurricane conditions (sustained winds greater than 74 mph) are possible in your area within 36 hours.
- **Hurricane Warning:** Hurricane conditions are expected in your area within the next 24 hours.

Saffir-Simpson Hurricane Scale

- **Tropical Storm** (Winds 39-73 mph)
- **Category 1 Hurricane** (Winds 74-95 mph/64-82 kt)
 - No real damage to buildings. Damage to unanchored mobile homes. Some damage to poorly constructed signs. Also, some coastal flooding and minor pier damage.
- **Category 2 Hurricane** (Winds 96-110 mph/83-95 kt)
 - Some damage to building roofs, doors and windows. Considerable damage to mobile homes. Flooding damages piers and small craft in unprotected moorings may break their moorings. Some trees blown down.
- **Category 3 Hurricane** (Winds 111-130 mph/96-113 kt)
 - Some structural damage to small residences and utility buildings. Large trees blown down. Mobile homes and poorly built signs destroyed. Flooding near the debris. Terrain may be flooded well inland. Coast destroys smaller structures with larger structures damaged by flooding.
- **Category 4 Hurricane** (Winds 131-155 mph/114-135 kt)
 - More extensive curtain wall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.
- **Category 5 Hurricane** (Winds 156 mph and up/135+ kt)
 - Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.

Hurricane Force Winds

The Director shall order hurricane preparations when deemed necessary. Preparations must be completed timely as set forth in this manual. With today's storm track modeling, the cone created has proved to be fairly accurate. The direct forecasted path line cannot be used as an indication of hurricane strength winds; the entire cone must be considered. Any time the district is in the cone of hurricane strength wind, all preparations must be made and evacuation orders from Monroe County Emergency Management must be followed.

All loose material, equipment and vehicles are to be moved inside. Antennas, towers and windsocks are to be lowered or removed. Buildings should be shuttered, awnings lowered with buildings secured as much as possible. All valves on tank farm to be in the off position and electricity to pumps turned off. All non-essential electricity shall be turned off before vacating the property.

Tropical Storm Force Winds

When tropical storm force winds are forecasted the Director shall decide what preparations are to be made. At a minimum, the aircraft shall be secure in the hanger. The buildings, grounds, fuel tanks and vehicles shall be prepared and secured as deemed appropriate for the situation.

Tier II Personnel

Personnel deemed critical for FKMCD operations shall remain readily accessible before, during and after the storm. In the event of an evacuation, they will remain in one central area for immediate reentry as

directed by Monroe County Emergency Management. If the aircraft are evacuated to Orlando, the pilots will be included with this group. Tier II personnel include but are not limited to the following:

1. Executive Director
 - a. **PRIOR TO STORM:**
 - i. Maintain weather watch to plan for possible storm threat.
 - ii. Maintain communications with management team and advise of possible storm threat.
 - iii. Implement "Hurricane Preparedness Plan"
 - iv. Maintain communications with Emergency Operations Center for weather and closures.
 - v. Make decisions on aircraft evacuation and office closures and communicate decisions to management team.
 - b. **DURING STORM:**
 - i. Monitor conditions at the facility and the evacuation site in order to facilitate timely reopening of facility after the storm threat has passed.
 - ii. Maintain communications with the management team.
 - iii. Maintain communications with Emergency Operations Center.
 - c. **POST STORM:**
 - i. Coordinate with evacuated Tier II employees on return of personnel and aircraft.
 - ii. Coordinate with Public Education & Information Officer on internal and external messaging daily.
 - iii. Maintain communications with management team.
 - iv. Maintain communications with Emergency Operations Center.
2. Director of Operations
 - a. **PRIOR TO STORM:**
 - i. Maintain weather watch to plan for possible storm threat.
 - ii. Maintain communications with and advise Executive Director and Aerial Operations Director.
 - iii. Implement "Hurricane Preparedness Plan"
 - iv. Maintain communications with Emergency Operations Center for weather and closures.
 - v. Supervise the securing of the facility and equipment by facility personnel.
 - b. **DURING STORM:**
 - i. Monitor conditions at the facility and the evacuation site in order to facilitate timely reopening of facility after the storm threat has passed.
 - ii. Maintain communications with the Executive Director, Aerial Operations Director and Emergency Operations Center as conditions allow.
 - c. **POST STORM:**
 - i. Coordinate with evacuated Tier II employees on return of personnel and aircraft.
 - ii. Maintain communications with Executive Director and Aerial Operations Director.
 - iii. Maintain communications with Emergency Operations Center.
 - iv. Inspect facilities.
 - v. Supervise reopening of facilities.
 - vi. Prepare for operations.
3. Director of Aerial Operations
 - a. **PRIOR TO STORM:**
 - i. Maintain weather watch to plan for possible storm threat.
 - ii. Maintain communications with and advise Executive Director and Operations Director.
 - iii. Advise the Executive Director and Operations Director as to weather conditions affecting aircraft evacuations.
 - iv. Implement "Hurricane Preparedness Plan".
 - v. Supervise the securing of the facility and equipment by facility personnel.
 - vi. Coordinate and maintain communications with the Chief Pilot, Director of Maintenance and facility staff.
 - b. **DURING STORM:**

- i. Monitor conditions at the facility and the evacuation site in order to facilitate timely reopening of facility after the storm threat has passed.
 - ii. Maintain communications with the Executive Director, Operations Director and Chief Pilot as conditions allow.
 - c. **POST STORM:**
 - i. Coordinate with Chief Pilot on return of aircraft.
 - ii. Inspect facility.
 - iii. Supervise reopening of facility.
 - iv. Prepare for operations.
- 4. Chief Pilot
 - a. **PRIOR TO STORM:**
 - i. Maintain weather watch to plan for possible storm threat.
 - ii. Coordinate and maintain communications with Aerial Operations Director and Aircraft Maintenance Director.
 - iii. Contact all pilots and assemble roster of evacuation pilots.
 - iv. Ensure Purchasing has made all necessary reservations for Level ONE personnel to evacuate.
 - v. Brief all pilots prior to evacuation and coordinate aircraft evacuation.
 - vi. Handle all details upon arrival at evacuation site including hotel registration for the pilots.
 - b. **DURING STORM:**
 - i. Maintain weather watch.
 - ii. Maintain communications as possible with the Director of Aerial Operations and Director of Maintenance, particularly before and after moving the aircraft.
 - iii. Leave contact instructions if aircraft are moved.
 - c. **POST STORM:**
 - i. Supervise the return of aircraft to Marathon when directed and after determining conditions are safe.
 - ii. Communicate and coordinate with the Aerial Operations Director. Contact all pilots possible and check status.
 - iii. Prepare for operations.
- 5. Director of Maintenance
 - a. **PRIOR TO STORM:**
 - i. Maintain weather watch to prepare for possible storm threat.
 - ii. Communicate and coordinate with the Director of Aerial Operations and Chief Pilot.
 - iii. Prepare Aircraft evacuation flight kits for each aircraft.
 - iv. Prepare aircraft for evacuation if ordered.
 - v. Work with others to prepare facility and equipment for storm threat.
 - vi. Secure aircraft logs.
 - b. **DURING STORM:**
 - i. Communicate with Director of Aerial Operations and Chief Pilot.
 - c. **POST STORM:**
 - i. Communicate and coordinate with Director of Aerial Operations and Chief Pilot.
 - ii. Work with others to reopen the facility.
 - iii. Prepare aircraft for operations as needed.
- 6. Public Education & Information Officer
 - a. **PRIOR TO STORM:**
 - i. Maintain communications with Emergency Operations Center for weather and closures.
 - ii. Maintain communications with Executive Director and management team on messaging prior to the storm.
 - iii. Maintain the FKMCD Emergency Line daily with information and directions.
 - iv. Provide local radio stations with pre-planned messages for first couple of days after storm.
 - b. **DURING STORM:**

- i. Maintain communications with management team and Emergency Operations Center, as possible.
 - ii. Maintain the FKMCD Emergency Line daily with information and directions.
 - c. **POST STORM:**
 - i. Maintain communications with management team and Emergency Operations Center
 - ii. Maintain the FKMCD Emergency Line daily with information and directions
 - iii. Liaison between management and re-entering personnel
 - iv. Update social media and website with spray alerts and important mosquito control information
 - v. Maintain daily communication with local radio stations to provide spray alerts and important mosquito control information
7. IT Technician
- a. **PRIOR TO STORM:**
 - i. Maintain weather watch to plan for possible storm threat
 - ii. Implement Hurricane Preparedness plan (Servers, Computers, networking equipment shutdown and cover up - backups and secure backup)
 - iii. Maintain communication with Executive Director, Director of Operations and local management.
 - b. **DURING STORM:**
 - i. Monitor conditions at the facilities and the evacuation site in order to facilitate timely reopening and continuity of business.
 - ii. Stay safe, check the FKMCD Emergency Line daily for information and directions.
 - iii. Maintain communication with Executive Director, Director of Operations and local management.
 - c. **POST STORM:**
 - i. Assess the situation
 - ii. Implement recovery plan (uncovering and reconnecting servers and computers, focus on re-establishing essential services)
 - iii. Maintain communication with Executive Director, Director of Operations and local management.
8. Three (3) pilots if aircraft are evacuated
- a. **PRIOR TO STORM:**
 - i. Communicate with Chief Pilot.
 - ii. Serve as evacuation pilot if needed.
 - b. **DURING STORM:**
 - i. Stay safe, check the FKMCD Emergency Line daily for information and directions.
 - c. **POST STORM:**
 - i. Communicate with Chief Pilot.
 - ii. Assist in returning aircraft to Marathon if needed.
 - iii. Be available for possible aerial operations.
9. Aircraft maintenance personnel
- a. **PRIOR TO STORM:**
 - i. Work with others to prepare facility and equipment for possible storm threat.
 - ii. Work with others to prepare aircraft for possible evacuation or securing at the facility.
 - b. **DURING STORM:**
 - i. Stay safe, check the FKMCD Emergency Line daily for information and directions.
 - c. **POST STORM:**
 - i. Communicate with the Director of Maintenance.
 - ii. Work with others to reopen facility.
 - iii. Work with others to prepare aircraft for possible operation.

Prior to the storm, the District will establish which specific personnel are required Tier II employees. These designated employees will be required to return to work prior to the opening of the County to all residents. Work performed by these employees are subject to the Policy for Compensation for Public Emergency Response Work (see Addendum I).

Communication

All employees are required to contact their supervisor, Director of Operations, or Executive Director within 24 hours following the “all clear” from the Monroe County Emergency Management Service, to learn when to report back to work. Due to the nature of mosquito control, operations must resume as soon as possible following major weather events. If contact with those individuals cannot occur due to communication issues following the storm, the District will activate its emergency call line (1-800-xxx-xxxx) for employee information. Additionally, the Public Education and Information Officer (PEIO) will remain in areas where communication is available to act as a liaison until communication is restored within the Keys. The PEIO will also maintain daily communication with area news outlets and on social media.

Preparations Prior to Start of Hurricane Season

Before the start of hurricane season all possible preparations which can be completed should made. Once a storm is approaching your time becomes critical. Food and bottled water supplies are depleted. Prior to the start of hurricane season, JUNE 1st, all of the following preparations shall be completed:

- Test and conduct training on the following emergency equipment and ensure manuals / operating instructions are up to date:
 - Emergency Generator
 - Sat Phones
 - 1 800 FKMCD emergency phone line
 - Aircraft flyaway kits
 - Helicopter ground handling wheels
 - Garmin GNS navigation equipment
 - ForeFlight Flight planning applications
- Contact Orlando Convention Center Manager for possible hangar space availability.
- Arrange contracts and prioritize hotels along Orlando’s I corridor for Level ONE Personnel.
- Store bottled water and food for returning Level ONE personnel.
- Check air mattresses and bedding available for Level ONE Personnel
- Ensure Water Tanks available for each bathroom for hygienic usage.
- Increase Director of Aerial Operations credit line to \$10,000 for Emergency Aircraft Evacuation costs.

Lower Keys Hurricane Preparedness Procedures

Overview

This plan is designed to protect the District's property while also allowing employees the necessary time to protect their own property and safeguard their families in the event of a hurricane or tropical storm.

Employees may be required to work on a weekend or at night to prepare for the storm. Management will make every effort to allow employees time to prepare their personal property before a storm. All employees are strongly advised to have their personal plans in place and to do as much early preparation as possible.

After the storm threat has passed, all employees will be required to report to work as soon as possible. The District will make every effort to work with employees who have suffered storm damage.

Each employee shall follow the guidelines set forth by the Lower Keys Supervisor in preparation for a storm. Employees are all responsible for certain equipment and also for the general preparation of the facility.

Preparations

Tropical Storm/Hurricane Force Winds

All vehicles are to have a completed vehicle inspections, all fluid levels are to be full and the vehicles must be completely fueled. Boat tires are to be cinder-blocked on either side of the tires, as well as the crank wheel. They are to be left uncovered and with the hull plug inserted. All vehicles, including boats, are to be stored as directed by the Director of Operations and/or the Lower Keys Supervisor. All computers, microscopes, books, and chemicals shall be secured and stored in a safe area. Electronics located on the ground floor should be stored on top of the desk. These items are to be secured and covered with plastic garbage bags.

It is each employee's responsibility to communicate with his/her supervisor for individual instructions to assist in the preparation of the facility, vehicles, and equipment. Prior to departure, each employee must leave details on how best to be reached and any evacuation plans.

After the Storm

All employees are required to contact their supervisor, Director of Operations, or Executive Director within 24 hours following the "all clear" from the Monroe County Emergency Management Service, to learn when to report back to work. Due to the nature of mosquito control, operations must resume as soon as possible following major weather events.

Middle Keys Hurricane Preparedness Procedures

Overview

This plan is designed to protect the District's property while also allowing employees the necessary time to protect their own property and safeguard their families in the event of a hurricane or tropical storm.

Employees may be required to work on a weekend or at night to prepare for the storm. Management will make every effort to allow employees time to prepare their personal property before a storm. All employees are strongly advised to have their personal plans in place and to do as much early preparation as possible.

After the storm threat has passed, all employees will be required to report to work as soon as possible. The District will make every effort to work with employees who have suffered storm damage.

Each employee shall follow the guidelines set forth by the Middle Keys Ground Supervisor, Director of Aerial Operations or Director of Operations in preparation for a storm. Employees are all responsible for certain equipment and also for the general preparation of the facility.

Preparations

Tropical Storm/Hurricane Force Winds

All vehicles are to have a completed vehicle inspections, all fluid levels are to be full and the vehicles must be completely fueled. All vehicles are to be stored as directed by the Middle Keys Supervisor within the hanger. All computers, microscopes, books, and chemicals shall be secured and stored in a safe area. Electronics located on the ground floor should be stored on top of the desk. These items are to be secured and covered with plastic garbage bags.

It is each employee's responsibility to communicate with his/her supervisor for individual instructions to assist in the preparation of the facility, vehicles, and equipment. Prior to departure, each employee must leave details on how best to be reached and any evacuation plans.

After the Storm

All employees are required to contact their supervisor, Director of Operations, or Executive Director within 24 hours following the "all clear" from the Monroe County Emergency Management Service, to learn when to report back to work. Due to the nature of mosquito control, operations must resume as soon as possible following major weather events.

Upper Keys Hurricane Preparedness Procedures

Overview

This plan is designed to protect the District's property while also allowing employees the necessary time to protect their own property and safeguard their families in the event of a hurricane or tropical storm.

Employees may be required to work on a weekend or at night to prepare for the storm. Management will make every effort to allow employees time to prepare their personal property before a storm. All employees are strongly advised to have their personal plans in place and to do as much early preparation as possible.

After the storm threat has passed, all employees will be required to report to work as soon as possible. The District will make every effort to work with employees who have suffered storm damage.

Each employee shall follow the guidelines set forth by the Upper Keys Supervisor in preparation for a storm. Employees are all responsible for certain equipment and also for the general preparation of the facility.

Preparations

Tropical Storm/Hurricane Force Winds

All vehicles are to have a completed vehicle inspections, all fluid levels are to be full and the vehicles must be completely fueled. Boat tires are to be cinder-blocked on either side of the tires, as well as the crank wheel. They are to be left uncovered and with the hull plug inserted. All vehicles, including boats, are to be stored as directed by the Upper Keys Supervisor. All computers, microscopes, books, and chemicals shall be secured and stored in a safe area. Electronics located on the ground floor should be stored on top of the desk. These items are to be secured and covered with plastic garbage bags.

It is each employee's responsibility to communicate with his/her supervisor for individual instructions to assist in the preparation of the facility, vehicles, and equipment. Prior to departure, each employee must leave details on how best to be reached and any evacuation plans.

After the Storm

All employees are required to contact their supervisor, Director of Operations, or Executive Director within 24 hours following the "all clear" from the Monroe County Emergency Management Service, to learn when to report back to work. Due to the nature of mosquito control, operations must resume as soon as possible following major weather events.

Aerial Operations Hurricane Preparedness Procedures

Hurricane Preparation (Possible Aircraft Evacuation)

NOTE: Times are general guidelines only. Conditions and times will vary.

STAGE I: Hurricane force winds are possible within 5 Days.

- Flight crews and staff notified of storm threat and possible aircraft evacuation.
- Update Personnel Contact Phone numbers and expected evacuation location.
- Chief Pilot compiles list of evacuation pilots.
- Chief Pilot makes initial contact with evacuation site, and reserves aircraft hangar.
- Purchasing reserves rental vehicle for evacuation Level ONE employees
- Aircraft fueled and made ready for evacuation if ordered.
- Start carts fully charged each day.
- Order Gasoline, Jet A and generator tanks topped if possible.
- Company Satellite phones Charged.

STAGE II: Hurricane force winds are possible within 4 Days.

- Evacuation flight crews placed on stand-by if evacuation is likely.
- Airport staff called in if necessary.
- Support equipment serviced and fueled.
- All vehicles fueled, all fluid levels checked. Flight plan route loaded on aircraft, weather monitored.
- Aircraft evacuation equipment list checked and all items placed aboard.
- Company Satellite phones distributed.
- Computers and office equipment disconnected, elevated and covered.

STAGE III: Hurricane force winds are possible within 3 Days.

- Evacuation flight crews called in to duty if aircraft evacuation is ordered.
- Airport staff called in if necessary. Final contact made with evacuation site, hotels and aircraft charter service.
- Aircraft evacuated.
- Bathroom water tanks filled with fresh water.
- All loose material, equipment and vehicles are to be moved inside
- Hanger door braced.
- Non-Essential Employees released, comply with Monroe County Emergency Management evacuation orders.

STAGE IV: Hurricane Force winds are possible within 2 Days.

- Grounds secured.
- Fuel tank valves turned off and electricity turned off to pumps.
- Parking lot gate secured in open position and power off.
- Airport gate secured in closed position and power off.
- Glass front doors secured.
- All non-essential electricity turned off.
- Final facility inspection.
- If aircraft not evacuated cancel hangar reservations.
- If no evacuation of Level ONE personnel cancel room reservations.
- Employees released, comply with Monroe County Emergency Management evacuation orders.
- Start FKMCD Emergency Phone Line messaging.

Responsibilities and Duties

- **Director of Aerial Operations**

- **PRIOR TO STORM:**
 - Maintain weather watch to plan for possible storm threat.
 - Maintain communications with and advise Executive Director and Director of Operations.
 - Advise the Executive Director and Director of Operations as to weather conditions affecting aircraft evacuations.
 - Implement "Hurricane Preparedness Plan".
 - Supervise the securing of the facility and equipment by facility personnel.
 - Coordinate and maintain communications with the Chief Pilot, Director of Maintenance and facility staff.
- **DURING STORM:**
 - Monitor conditions at the facility and the evacuation site in order to facilitate timely reopening of facility after the storm threat has passed.
 - Maintain communications with the Executive Director, Director of Operations and Chief Pilot as conditions allow.
- **POST STORM:**
 - Coordinate with Chief Pilot on return of aircraft.
 - Inspect facility.
 - Supervise reopening of facility.
 - Prepare for operations.

- **Chief Pilot**

- **PRIOR TO STORM:**
 - Maintain weather watch to plan for possible storm threat.
 - Coordinate and maintain communications with Director of Aerial Operations Director and Director of Maintenance.
 - Contact all pilots and assemble roster of evacuation pilots.
 - Ensure Purchasing has made all necessary reservations for Level ONE personnel to evacuate.
 - Brief all pilots prior to evacuation and coordinate aircraft evacuation.
 - Handle all details upon arrival at evacuation site including hotel registration for the pilots.
- **DURING STORM:**
 - Maintain weather watch.
 - Maintain communications as possible with the Director of Aerial Operations and Director of Maintenance, particularly before and after moving the aircraft.
 - Leave contact instructions if aircraft are moved.
- **POST STORM:**
 - Supervise the return of aircraft to Marathon when directed and after determining conditions are safe.
 - Communicate and coordinate with the Director of Aerial Operations. Contact all pilots possible and check status.
 - Prepare for operations.

- **Director of Maintenance**

- **PRIOR TO STORM:**
 - Maintain weather watch to prepare for possible storm threat.
 - Communicate and coordinate with the Director of Aerial Operations and Chief Pilot.
 - Prepare Aircraft evacuation flight kits for each aircraft.
 - Prepare aircraft for evacuation if ordered.
 - Work with others to prepare facility and equipment for storm threat.
 - Secure aircraft logs.

- **DURING STORM:**
 - Communicate with Director of Aerial Operations and Chief Pilot.
- **POST STORM:**
 - Communicate and coordinate with Director of Aerial Operations and Chief Pilot.
 - Work with others to reopen the facility.
 - Prepare aircraft for operations as needed.
- **MAINTENANCE PERSONNEL**
 - **PRIOR TO STORM:**
 - Work with others to prepare facility and equipment for possible storm threat.
 - Work with others to prepare aircraft for possible evacuation or securing at the facility.
 - **DURING STORM:**
 - Stay safe, check the FKMCD Emergency Line daily for information and directions.
 - **POST STORM:**
 - Communicate with the Director of Maintenance.
 - Work with others to reopen facility.
 - Work with others to prepare aircraft for possible operation.
- **PILOTS**
 - **PRIOR TO STORM:**
 - Communicate with Chief Pilot.
 - Serve as evacuation pilot if needed.
 - **DURING STORM:**
 - Stay safe, check the FKMCD Emergency Line daily for information and directions.
 - **POST STORM:**
 - Communicate with Chief Pilot.
 - Assist in returning aircraft to Marathon if needed.
 - Be available for possible aerial operations.

Evacuation Equipment and Supplies

- **BN-2T**
 - Aircraft Seats Installed
 - Aircraft Keys
 - Life Jackets
 - Chocks
 - Hand Tow Bar
 - Step Stool
 - Gust Locks, Prop Tethers, Intake Plugs
 - Tie Downs Rings
 - Tie Downs (Rope/Straps)
 - Engine Oil (2 qrts.)
 - Oil Funnel
- **Helicopters**
 - Aircraft Doors Installed
 - Aircraft Keys
 - Life Jackets
 - Ground Handling Wheels
 - Intake/Exhaust Plugs
 - Engine Oil (2 qts.)
 - Oil Funnel

- **Tier II Personnel Evacuation Supplies**

- GOM
- Aircraft Logs
- Company Phones/Chargers
- ID cards
- I-Pad with charger
- Updated ForeFlight
- Flashlight/Extra Batteries
- Headsets/Helmets
- Aircraft Keys
- Credit Card
- Satellite Phone
- Tax Exempt Forms
- 4 day overnight bag
- MREs and Water for 3 days

SATELLITE PHONE OPERATIONS

To make a call from the satellite phone:

- Hold down 0 until you see a +
- Then, dial the number: 1-area code- number.

To place a call to a satellite phone:

- Dial: 1-480-768-2500
- Dial Satellite number you want after the greeting.

Satellite Numbers

Executive Director	8816-5242-9355
Operations Director	Not assigned yet
Aerial Operations Director	Not assigned yet
Chief Pilot	Not assigned yet

TELEPHONE CONTACT INFORMATION

GOVERNMENT SERVICES

800 WX BRIEF AFSS	800-992-7433	
Florida Highway Patrol	305-289-2300	
Key West Airport Manager	305-809-5200	Cell 305-393-7742
Marathon Airport Manager	305-289-6060	Cell 305-699-7573
Monroe County Sherriff (EYW)	305-296-2424	800-273-2677
Monroe County Sherriff (MTH)	305-289-2430	
Monroe County Emergency Management	305-289-6018	

ORLANDO AIRPORT SERVICES

F.A.A. Orlando Flight Service	800-432-4716
Orlando International Airport Authority	407-825-2001
Orlando Convention Center	407-685-9800
Signature FBO Orlando	407-852-6999

MARATHON AIRPORT SERVICES

Marathon Jet Center	305-743-1995
Signature Key West	305-296-5422