

**Miami Facility**  
**Hurricane Preparedness Plan**

Prepared by

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## 2004 Hurricane Preparedness Plan

MEMORANDUM FOR: All Staff, Miami Laboratory Facility

FROM: Alex Chester, Deputy Director, SEFSC

SUBJECT: Hurricane Procedures for Buildings, Grounds, Vessels, etc.

This plan establishes policies and procedures to be followed by employees of the Miami Facility in the event a hurricane threatens the Miami Area. Because of our physical location, on an island and in an urban area with limited evacuation routes, the Miami Facility could potentially receive severe damage. Subsequently, the Miami Facility needs to begin hurricane preparations early so that employees can meet their obligations to the facility with enough time left to meet home and family responsibilities. This plan provides minimum guidelines to be followed for hurricane preparation. We may take additional steps depending on the strength of the storm and the needs of the individual Research Divisions. These guidelines are consistent with those established by the South Florida Federal Executive Board. The hurricane season is from June 1st thru November 30<sup>th</sup>.

### ***Implementation of Hurricane Preparations:***

#### **- During Duty Hours:**

When a Hurricane threatens and/or a ***Hurricane Watch*** (*A hurricane watch means that the National Hurricane Center has determined that hurricane conditions pose a possible threat to a specified coastal area within 36 hours. When a hurricane watch is issued, everyone in the area covered by the watch should listen for further advisories and be prepared to act quickly if hurricane warnings are issued.*) is issued during work hours, the Deputy Center Director in conjunction with the Facility Manager, will decide when to begin hurricane preparations to secure the Miami Facility. No Facility personnel are excused from work until specifically advised by their supervisors. Hurricane preparedness is both an individual and group effort. Each person is responsible for his or her individual office and/or primary work space(s) (see attached suggested checklist to prepare one's office).

Facility personnel are responsible for property under their management and the Facility Manager is responsible for grounds and the outside of all buildings. Personnel will be designated by Division Chiefs and Branch Leaders to assist the Facility Manager, as needed, to secure grounds and buildings (a suggested checklist is attached for the Facility and for the Information Resource Management Team.).

## **- During Non-Duty Hours:**

When a Hurricane threatens and/or a **Hurricane Watch** is issued during non-duty hours, the Hurricane Preparedness Team (see attached list) has the responsibility of contacting Miami Facility personnel and assigning necessary duties to secure the laboratory and grounds. Only the Hurricane Preparedness Team and those people contacted by the designated personnel should report to the Miami Facility during a **Hurricane Watch** issued during non-work hours.

### ***Dismissal:***

The facility is officially closed during a ***Hurricane Warning*** (***A Hurricane Warning is issued by the National Hurricane Center when hurricane conditions are expected to impact a specific coastal area within 24 hours.***)!

Administrative leave will be given in accordance with SEFSC Emergency and Hazardous Weather Dismissal Policies/NMFS/NOAA/USDOC as implemented by the SEFSC Center or Deputy Director and/or as determined by the South Florida Federal Executive Boards Emergency Alert and Dismissal Plan.

During a Hurricane threat, SEFSC employees may utilize leave at their supervisor's discretion until administrative leave is declared by the Deputy Center Director.

After appropriate precautions are completed, all Miami Lab Buildings will be secured and employees must leave the facility via the stairwell doors located at the end of each wing. To re-enter use the stairwell next to the cooling tower if the power is still on.

### **When to Return to Work:**

Unless notified otherwise, all employees are expected to return to work during normal working hours as soon as possible after a **Watch and/or a Warning** is canceled. If Key Biscayne is closed and/or if roads are impassable, then report on the first business day that the roads are open and Key Biscayne becomes open to normal traffic. Stay tuned to your local radio station for advice and instructions about emergency medical aid, food, and other forms of assistance and when you can return home and/or to work. Be sure to have a valid NOAA ID - security operations may include checkpoints that may require valid identification with your work and/or home address to be able to return to it. Use caution when re-entering the Miami Facility Building. Personnel may be contacted if needed to assist employees in need.

### **Sources of Emergency Information:**

**The Miami Facility has put in place a Special Emergency Telephone number to provide information to all hands during any emergency situation (predominantly hurricanes) that affects**

**the opening and closing of the Miami Facility. In any emergency situation(hurricane or other), dial 305-365-5849 to hear a recorded message concerning the closing or opening of the Miami Facility as well as other specific information depending on the nature of the emergency.**

Otherwise, employees should listen to local radio and TV stations and/or Internet web sites to determine when the Miami Facility will be closed or reopened. A list of radio & TV stations and Internet web sites are included in the appendix.

### **Hurricane Preparedness Team**

In the event of a Hurricane threat and/or Watch, the Miami Facility intends to implement this Hurricane Plan consistent with the Deputy Center Director's and Facility Manager's assessment of the threat. The following list of individuals will comprise the Hurricane Preparedness Team. Home and work numbers are shown below:

Nancy Thompson, Science Director 305-361-4285(B) & 954-434-0613(H) & 305-915-3706(Cell)

Alex Chester, Deputy Director 305-361-4259(B) & 305-234-5187(H)

Gerry Scott, Chief, Sustainable Fisheries Division 305-361-4220(B) & 954-434-4089(H)

Jim Bohnsack, Chief, Protected Species/Diversity Division 305-361-4252(B) & 305-665-6023(H)

Susan Molina, Chief of Data Management 305-361-4471 & 305-375-8291(H) & 786-253-0200(Cell)

Isabel Holder, Administrative Office 305-361-4206(B)

Peter Thompson, Chief of Science Planning & Coordination Ofc, 205-361-4217(B), & 305-386-6676(H)

Bob Walker, Environmental Compliance Officer 305-361-4213(B) & 305-381-6833(H)

Jeff Willoughby, Facility Manager 305-361-4597, 305-476-9422(H), 786-797-4609(Cell) & 305-729-8244(Bpr)

Dave Senn, Maintenance Staff 305-361-4280 & 305-841-0835(Bpr) &

Juan Carlos Orellana, Maintenance Staff 305-361-4274

The Hurricane Preparedness Team has the responsibility of contacting additional Miami Facility personnel and assigning duties necessary to secure and protect the laboratory, equipment, and grounds. Each Hurricane Preparedness Team member will be given an up-to-date copy of the employee emergency

contact listing for the Miami Facility.

# **Hurricane Preparation Checklist for Maintenance Staff and specialized Facilities**

## **At the Start of the Season:**

- Update the Miami Facility's personnel's emergency employees contact list (home addresses and telephone numbers ) (Dave Senn).
- Maintenance staff to survey Miami Facility equipment and property and make it ready for a hurricane where possible.
- Revise Hurricane Preparedness Team list and plan where necessary.
- Issue revised plan to all Miami Facility personnel.
- Hurricane Supplies - In advance of the hurricane season the Maintenance Staff will distribute hurricane supplies needed for each office(e.g., sheet plastic, duct tape, masking tape, large garbage bags, etc.)
- Cleanup - In June of each year a general cleanup will be done to put away things to minimize work when a Hurricane threatens.
- Ensure the reliability of emergency generator by regular testing, repair/maintain as necessary.
- Ensure adequate fuel supply on hand to operate generator after hurricane has passed.
- Clean up/secure loose debris outside, especially in the loading dock area and bays on the ground floor.
- Confirm the availability, condition, and functioning of all hurricane shutters and hardware if needed. The new window protective film should provide added protection beginning this year.
- Assure fork lifts are in good working order if needed during hurricane preparations.

## **Things to do after a hurricane watch is issued:**

- Inform the Miami Facility Hurricane Preparedness Team of pending Hurricane Watch and plans to secure the Miami Facility via e-mail and intercom.
- Stay tuned to radio and/or TV for official bulletins
- Monitor the SEFSC's Emergency Telephone number for updated information - **305-365-5849**
- Miami Facility - Put up Hurricane shutters where needed.

- Light objects and any equipment or material that might be damaged or blown about - shall be removed from the grounds and stored inside buildings.

- Library - To be secured by Librarian and assisted by Maintenance Staff as needed.

**Specialized Facilities:**

- Emergency Generator - (test for operation) - Maintenance Staff

- Hazardous Materials Storage Bldgs - Environmental Compliance Officer to secure

- Seawater Lab - By Protected Resource Division users in charge of

- Freezer - Maintenance Team

- NECROPSY Lab - By Protected Resource Division users in charge of

- Dive Equipment Storage - NOAA Corps Officer

- Seawater Settling Tanks - RSMAS Staff per cooperative agreement

- BOATS - To be secured to ground anchors by respective teams in charge of

- VEHICLES - Will be filled with gasoline and taken to a secure area

- PORT SAMPLERS - In remote locations will fill their assigned vehicle with gasoline when their area is included in a Hurricane Watch and will take appropriate action to prevent wind and water damage to their government vehicle and sampling equipment.

- Power to Bldg. - If the storm is a Category 4 or 5, then all utilities to the Miami Facility will be shut off.

- Facility Manager - Will contact supervisors to let them know status of facility after hurricane passes and facility has been checked.

- Statistics Building - Move computers and peripherals to interior rooms in the main Laboratory building. Set them on desks or tables and cover with plastic sheeting or plastic bags.

## ***Hurricane Preparation Checklist for Individual Employee Offices after a Hurricane Watch or Warning is Issued***

- All valuable office equipment, files, computer hardware and software are to be protected. Depending on the severity of the threatening Hurricane and employee supervisor's discretion, the equipment, especially on the 1<sup>st</sup> Floor, might be moved to a more secure area, such as the hallway of the second and third floor of the Main Facility Building.
- Personal computers and peripherals in individual offices and laboratories should be unplugged, (unplug computer and monitor from power strip, unplug network connection from wall outlet). Cover all PC/electrical items with plastic (large plastic bags if possible). Due to the new hurricane resistant window film, it is no longer necessary to move them to the hallways.
- Ensuring data backups of all data files and store in a secure place: One may consider taking backup with you or backup can be brought to the computer room for storage until the hurricane threat passes. Backup can be brought to the computer room with instructions to send to the off-site storage facility(Seattle). IRM personnel will gather backups and FED-EX to the off-site facility. Backup media needs to be brought to the computer room within 3 hours after the Director issues the notice to prepare for a hurricane.
- Close and lock all windows.
- Close all office doors (DO NOT LOCK).
- Do not put tape on any windows.

Because some employees will be on travel or annual leave, their responsibilities will be performed by others. Supervisors will assign staff as necessary to cover these duties.

***NOTE: Once the storm approaches, the Miami Facility is subject to losing power and one should not use the elevator.***

### **Recovery Efforts/Return to work:**

- Jeff Willoughby will attempt to re-enter the facility and notify the Hurricane Preparedness Team of the condition of the facility.



## ***Hurricane Preparation Instructions for the IRM Team***

1) IRM staff is responsible for securing all equipment in the computer room except the telephone equipment. Specifically, the Network Administrator will secure the networking equipment. The LAN manager is responsible for all LAN and WEB servers, and the Unix Administrator and DBA are responsible for Unix/Oracle servers. All on-site IRM personnel will assume responsibilities to help as needed and to cover for an absent Administrator on scheduled leave. If a hurricane watch occurs outside of regular business hours, designated volunteers will be called in and will secure all equipment.

2) Material to cover equipment will be stored in closet in room 211B. At the beginning of the hurricane season, administrators will insure sufficient material is stored in the closet to cover their equipment.

3) When the facility initiates hurricane preparedness efforts, IRM will send an e-mail message notifying all users that the servers will be shut down for use in 30 minutes. The announcement will also be made over the buildings PA system.

4) At the end of 30 minutes, backups of all servers will start. Completed backup tapes may be stored in SEFSC's computer room. The administrators will take extra backup tapes to an off-site. If there isn't sufficient time to make a second set of backups for off-site storage, the most recent full backup of each system, plus copies of differential backups will be removed from the building.

5) After the backup is complete, all servers will be powered off. Communications equipment including all equipment necessary to maintain e-mail communications will be kept online until the Deputy Director issues a final shutdown order. The UPS will be powered off as soon as the telephone equipment is shut down.

6) After all equipment is powered off, it will be unplugged from all power outlets. All equipment will be covered with plastic sheeting and bags and secured with tape.

7) All Administrators must know the location and operation of the security system cut-off key. If the power is out for an extended period of time, then the security system batteries may fail. When the power is returned to system, the computer room doors will not open. Each administrator must know how to re-enter the computer room.

8) All Administrators must know how to restart all systems in the computer room. All system passwords will be stored in a secured location so that operations can resume as soon as the hurricane threat has passed, regardless of personnel availability.

## *List of local radio and TV stations*

### **RADIO:**

WAXY 790 AM 305-521-5100  
WIOD 610 AM 305-503-0069  
WFLC 97.3 FM 305-623-7711  
WHQT 100.7 FM 305-444-4404  
WLYF 101.5 FM 305-521-5100  
WMCU 89.7 FM 305-381-7400

### **TELEVISION:**

Channel 4 WFOR-CBS 305-591-4444  
Channel 6 WTVJ-NBC 305-379-6666  
Channel 7 WSVN-FOX 305-751-6692  
Channel 10 WPLG-ABC 305-576-1010  
Channel 23 WLTV-UNIVISION 305-471-3234

### **NEWSPAPERS:**

Miami Herald 305-376-2317  
Sun Sentinel 954-385-7911

### **Preparedness Resource Phone Numbers**

Miami-Dade Answer Center 305-468-5900  
SEFSC's Emergency Phone Number 305-365-5849  
Emergency Evacuation Assistance Program 305-513-7700  
Contact Number for People w/Disabilities 305-263-5406  
Miami-Dade Ofc of Emergency Management 305-468-5400  
American Red Cross 305-644-1200  
Salvation Army 305-637-6700  
Consumer Services Miami-Dade(Price Gouging) 305-375-3677  
Florida Dept of Insurance(Financial Services) 800-342-2762  
FEMA(Federal Emergency Mgt Agency) 800-462-9029  
National Flood Insurance Program 800-638-6620  
Miami-Dade Animal Care & Control 305-884-1101

**KEY INTERNET WEB SITES:**

<http://www.nhc.noaa.gov> National Hurricane Center

<http://www.co.miami-dade.fl.us/oem> Miami-Dade OEM(Ofc Emergency Mgt)  
and e-mail address: [eoc@co.miami-dade.fl.us](mailto:eoc@co.miami-dade.fl.us)

<http://www.nws.noaa.gov/> National Weather Service

<http://www.fema.gov/> FEMA(Federal Emergency Management Agency)

<http://www.miamiredcross.org/> Miami Red Cross

<http://www.weather.com> The Weather Channel

<http://www.ssd.noaa.gov> Satellite Services Division

<http://www.floridadisaster.org/> Florida Emergency Management

<http://www.weatherimages.org> Live Weather Images

<http://www.nws.noaa.gov/om/hurricane/index.shtml> National Hurricane Awareness