



**CITY OF GREENACRES
BUILDING, PLANNING AND ENGINEERING DEPARTMENT
POLICY AND PROCEDURE**

POLICY # PDO-004
ISSUED: 04/17/00
EFFECTIVE: 04/17/00
REVISED: 02/23/21

SUBJECT: Emergency Management Plan/Hurricane Preparedness Plan

CROSS REFERENCE: Chapter 2, Article VI City Code

PURPOSE: The purpose of this policy is to establish operating procedures for Planning and Engineering Department personnel in preparation for, during, and after declared emergencies such as hurricanes.

POLICY: All Building, Planning and Engineering Department personnel shall work together, and with other City departments as necessary, to carry out the emergency management plan in accordance with approved policies and procedures. The Building Division shall create a separate Policy and Procedure (BD-003) to deal with active construction sites, damage assessment and other pertinent issues.

PROCEDURE:

I. DEFINITIONS:

1. **Hurricane:** A violent storm originating over tropical waters with maximum sustained surface winds of 74 mph (64 knots) and higher. In the Northern Hemisphere winds in hurricanes blow in a counterclockwise direction around the center and the size of the storm may range from 60 to 1,000 miles in diameter.
2. **Hurricane Season:** June 1st through November 30th is the time of year when weather conditions are most favorable for the development of hurricanes and tropical storms.
3. **Hurricane Watch:** A warning which indicates that hurricane force winds are *possible* in the area of the watch within 48 hours.
4. **Hurricane Warning:** A warning which indicates that hurricane force winds are *expected* in the area of the warning within 36 hours.
5. **Tropical Storm:** A tropical cyclone in which the maximum sustained surface wind speed ranges from 39 mph (34 knots) to 73 mph (63 knots).
5. **Tropical Storm Watch:** A warning which indicates that tropical storm force winds are *possible* in the area of the watch within 48 hours.
6. **Tropical Storm Warning:** A warning which indicates that tropical storm force winds are *expected* in the area of the warning within 36 hours. Because a tropical storm can reach hurricane strength quickly, it should be monitored closely so that adequate preparations can be made if necessary.

7. **EOC:** The City of Greenacres Emergency Operations Center is located at the Public Safety building at 2995 Jog Road, Greenacres.
8. **Essential Employees:** Employees designated by the City Manager, or Department Director, who are required to report to duty during emergencies and work for the duration of the emergency, which may include overnight stay at the City's Emergency Operations Center.
9. **Emergency Standby Employees:** Employees who are placed in a standby status during emergencies and may be called to work during off duty or other than normal working hours.

II. PLANNING AND ENGINEERING DEPARTMENT RESPONSIBILITIES

1. *Preparation*

- Review plan and procedures prior to June 1st of every year.
- Update list of contractors working on City capital improvement projects and update their emergency contact information.
- Update list of employee telephone numbers. (See Attachment "B")
- Department employees should take general precautions during this time including: stocking nonperishable foods, bottled water, prescription medicines, flashlights, portable radios and batteries; arranging for safe refuge for boats; taking an inventory of personal property; trimming trees; accomplishing necessary home maintenance; and checking condition of hurricane shutters.

2. *Hurricane Watch*

- During a Hurricane Watch, Warning, and recovery, all days off and pending leave may be cancelled based on the needs of the City. Department employees as designated by the Department Director may be classified as an emergency standby employee.
- Department Director to meet with all Department personnel and disseminate information provided by Administration.
- Review the Time Delineation Schedule (Appendix A-2) in the Greenacres Emergency Management Plan and begin activities as indicated.
- Update list of employee telephone numbers and identify location where employees will be during the storm. (See Attachment "B")
- Verify placement of pre-positioned generators by Palm Beach County Water Utilities Department (PBCWUD) at critical sewer lift stations as identified by PBCWUD. (See Attachment "A")
- Remind all employees that they should prepare their own home and family with adequate supplies to survive for at least 5 days without any outside assistance.
- Inspect current City capital improvement project jobsites and ensure debris is secured and drainage facilities are as functional as possible.
- Provide assistance to other Departments as needed.

3. *Hurricane Warning*

- Department Director to meet with all Department personnel and disseminate information provided by Administration.
- Fuel Department vehicle and transfer it to the EOC or City Manager as requested.

- Ensure at least (3) 24" x 36" copies and (5) 11" x 17" copies of the current City boundary map are available for recovery planning activities.
- Distribute copies of the updated contact information (Attachment "B") to all Department employees and to the City Manager.
- Establish call back / return to work plan with options depending on whether and to what degree Palm Beach County and Greenacres are impacted. It should be anticipated that telephones will not be available after the storm.
- Obtain updated information from the Building Department on procedures and equipment used for the damage assessment.
- Charge portable City radio. Department Director or designee to take radio and charger home for the duration of the storm.
- Place any critical, unique documents in drawers or filing cabinets.
- Set "out of office assistant" for e-mail with appropriate message.
- Unplug computers from electrical supply (wall outlet) and move them up off of floor onto desktops. It is not necessary to unplug computer components from each other.
- Turn off all office equipment before leaving.
- Route telephones to one(s) with an answering machine (if available) where an appropriate message has been placed before leaving.
- Provide assistance to other Departments as needed.

4. After the Storm

- If Palm Beach County has been directly impacted by a hurricane, report to work after an "all clear" is issued by local officials or conditions are such that it is safe to do so, even if on a weekend or holiday.
- If Palm Beach County has not been directly impacted by a hurricane, report to work for the next regularly scheduled work hours immediately after an "all clear" is issued by local officials or conditions are such that it is safe to do so.
- Contact the Department Director at (561) 642-2054 or at the contact numbers listed in Attachment "B" and update on personal status if unable to report to work.
- Contact the Fire/Rescue Department at (561) 642-2146 if unable to reach the Department Director.
- Report for work wearing clothing appropriate for weather and damage conditions. Sturdy closed toe shoes, long pants and City logo shirts should be worn.
- Employees should be prepared to work outdoors and should not anticipate food and water being generally available. Unless otherwise advised by the Department Director that the City will be providing lunch, employees should bring a non-perishable lunch if lunch is desired.
- Department Director to meet with all Department personnel and disseminate information.
- Department staff will report to the Building Official who will coordinate the residential and commercial damage assessment process. In the event the Building Official is not available, the Building Department Floodplain/Special Projects Coordinator and the GIS Analyst Planner will coordinate the assessment process. The Planning and Engineering Department will be responsible for commercial damage assessment. Commercial includes retail, office, church and other non-residential uses but excludes public schools and City property.
- The following Commercial Damage Assessment Teams are established (teams may be adjusted due to personnel availability or damage conditions and at the discretion of the Building Official):

Team #	Title	Name
1	Senior Planner	Osniel Leon
	Clerk/Typist	Angela E. Parkins
2	Zoning Administrator	Edward Tombari
	Administrative Assistant	Evelyn Bach

- Obtain the Department vehicle back from the EOC or City Manager, if available, and the Planning and Engineering/Building shared vehicle. If the Department vehicle is not available, obtain a Finance Department vehicle or other available City vehicles.
- The teams shall divide their work into 2 zones. Zone 1 is all property along both sides of Lake Worth Road west of Sherwood Forest Blvd. and north of the Lake Worth Road corridor. Zone 2 is all property along both sides of Lake Worth Road east of Sherwood Forest Blvd. and south of the Lake Worth Road Corridor.
- After damage assessment is complete, if electrical power is out, verify functioning of pre-positioned PBCWUD generators at critical sewer lift stations as identified by PBCWUD (See Attachment "A") and coordinate with Public Works Department on positioning of portable generator(s) loaned by PBCWUD for operation of other lift stations in the City.
- Take pictures of damaged commercial property landscaping and freestanding signs, being careful to note the date and location for later use in landscape inspections and non-conforming signage removal.
- Provide assistance to other Departments as needed.

5. Hurricane Watch/Warning during Night, Weekend or Holiday

- City Manager or designee will call personnel and provide assignments.

6. Order of Succession

- Planning and Engineering Director
- Zoning Administrator

REVISED: February 23, 2021

Kara L. Irwin-Ferris
Planning and Engineering Director

Attachment "A" PBCWUD Pre-positioned Lift Station Generators in Greenacres

Lift Station #	Location	Cross Streets	Neighborhood Served
214	Bowman Street	Btwn. Mil-Race Ct. and Mil-Lake Ct.	Mil-Lake Estates 1, 2 and 3
218	Cresthaven Blvd.	Btwn. Jog Road and Sherwood Forest Blvd.	Pine Ridge North 1, 2, 3 and 4
230	Lucerne Park Dr.	N. of Jog Park Drive Park Pointe Clubhouse	Park Pointe and Magnolia Bay
239	Sherwood Forest Blvd.	Btwn. 10 th Avenue N. and L-11 Canal	Nottingham Lakes
250	Oak Terrace Dr.	Btwn. Melaleuca Ln. & Sherwood Forest Bl.	Oak Terrace
5015*	Sherwood Forest Blvd.	N. of 38 th Court	Villa del Trio, Lake Worth Hills, Palm Beach Villas I and force mains on Sherwood Forest Blvd. and Lake Worth Road
5195*	Lake Worth Road	W. of E-3 Canal (SW Corner of LW & E-3)	Mas Verde MHP and force mains on Lake Worth Road

As of June 29, 2010

* Lift Stations #5015 and #5195 have permanent generators with automatic transfer switches.