

APPENDIX E
HURRICANE PREPARATION PLAN

**CEDAR KEY WATER AND SEWER DISTRICT
HURRICANE PREPARATION PLAN**

Name of Storm: _____ Year: _____

TASK	Responsible Staff Member	COMPLETE (Initial)
At Beginning of Hurricane Season		
Check seal on manholes and lift stations.	Superintendent	
Re-stock chemicals and supplies for 14-day period.	Superintendent	
Check and replenish inventory of spare parts, supplies, rain suits, flashlights, batteries, portable radios, hard hats, rubber boots, gloves, bug spray, etc. Purchase bottled water for staff. Spare parts especially for LS 1 and LS 4.	General Manager	
Establish source of water tanker.	General Manager	
48 Hours Prior to Predicted Gale Force Winds (39-54 mph)		
Monitor Levy County and City of Cedar Key Emergency Management.	General Manager	
Check operability of all emergency equipment <ul style="list-style-type: none"> • Portable generator • Fixed generators • Portable pump 	Superintendent	
Fill vehicles with fuel.	Superintendent	
Fill generators and mobile pump with fuel.	Superintendent	
Fill portable storage tanks with gas/diesel.	Superintendent	
Fill propane tanks.	Superintendent	
Move to water tower site: <ul style="list-style-type: none"> • Mobile generator • Mobile pump • Sludge truck • Backhoe 	Superintendent	
General review of readiness.	General Manager	

**CEDAR KEY WATER AND SEWER DISTRICT
HURRICANE PREPARATION PLAN**

Name of Storm: _____ Year: _____

TASK	Responsible Staff Member	COMPLETE (Initial)
36 Hours Prior to Predicted Gale Force Winds (39-54 mph)		
Monitor Levy County and City of Cedar Key Emergency Management	General Manager	
Check fuel in vehicles and top off if possible.	Superintendent	
Move office files and equipment to storage shed at water tower site.	Superintendent	
Move vehicles to water tower site.	Superintendent	
Move spare parts and tools to shed at water tower site.	Superintendent	
General review of readiness.	General Manager	
Tie down grease container.	Superintendent	
Check bolts on Dock Street Sewer Line	Superintendent	
24 Hours Prior to Predicted Gale Force Winds (39-54 mph)		
Monitor Levy County Emergency Management	General Manager	
Check fuel in vehicles and top off if possible.	Superintendent	
Fill water tower.	Superintendent	
General review of readiness.	General Manager	
Distribute City Employee Return Passes (in EM notebook)		
Release staff to deal with personal storm preparations	General Manager	

**CEDAR KEY WATER AND SEWER DISTRICT
HURRICANE PREPARATION PLAN**

Name of Storm: _____ Year: _____

TASK	Responsible Staff Member	COMPLETE (Initial)
12 Hours Prior to Predicted Gale Force Winds (39-54 mph)		
Monitor Levy County Emergency Management	General Manager	
Check fuel in vehicles and top off if possible.	Superintendent	
Turn off pump stations. (Only if mandatory evacuation ordered.)	General Manager Superintendent	
Turn off water. (Only if mandatory evacuation ordered.)	General Manager Superintendent	
Final review of readiness.	General Manager	

**CEDAR KEY WATER AND SEWER DISTRICT
HURRICANE PREPARATION PLAN**

Name of Storm: _____ **Year:** _____

TASK	Responsible Staff Member	COMPLETE (Initial)
Recovery		
Survey damage and prepare Damage Assessment Report	General Manager	
Coordinate with County Emergency Management and activates Customer Notification Plan, if necessary	General Manager	
Notify FDEP of any limitations in ability to supply potable water.	General Manager	
Make all necessary repairs and take water samples as needed.	Superintendent	
Maintain detailed records of labor, material, rental and repair costs for FEMA reimbursement	General Manager	
Obtain FDEP approval to return to normal operation	General Manager	
Return system to normal operation	Superintendent	
Activate Customer Re-notification Plan, if necessary	General Manager	
Report all spills as required by DEP.	General Manager	