

Hurricane Guidelines

Revised 11-11-08 – Effective Immediately

Introduction

This guideline describes general actions and responsibilities prior to and during a hurricane. This is only a guideline and officers in charge will have to make decisions as they arise on circumstances at the time.

Activities:

The following activities are guidelines to use for hurricanes:

Department Preparations
Storm Tracking
Stand-by Crew
Relocation of Vehicles & Fire fighters
After the Storm

Department Preparations

The National Weather Service has defined hurricane season as June 1 to November 30th. With adequate preparation and warning, considerations will be given to the department security of assets and the minimization of personnel required as a hurricane approaches the coastline.

Considerations should include:

A. Truck Preparations

- 1) Fuel all trucks
- 2) Fill all gas cans
- 3) Check all fluid levels on trucks
- 4) Stock each truck with two (2) cases of drinking water.
- 5) Test all radios for proper operation (800 & VHF)
- 6) Ensure spare radio batteries are available and fully charged
- 7) Inspect all flashlights for proper operation

B. Station #31 Preparations (169 Lincoln Street)

- 1) Fill station gas cans
- 2) Store 6 cases of drinking water
- 3) Relocate any items located outside to bay area
- 4) Test all radios for proper operation
- 5) Ensure spare radio batteries are available and charged
- 6) Close storm shutters on meeting area building
- 7) Reinforce large garage doors using 4 x 4's
- 8) Cut Grass
- 9) Clean storm water drains
- 10) Back-up all computer files and secure computers (cover with plastic bags and turn off)
- 11) Lower supplies in refrigerator and freezer in case of power loss
- 12) Secure Chief's laptop and external hard drive

C. Station #32 Preparations (14890 River Road)

- 1) Fill station gas cans
- 2) Check operation of portable generators
- 3) Store 6 cases of drinking water
- 4) Relocate any items located outside to bay area
- 5) Test all radios for proper operation
- 6) Ensure spare radio batteries are available and charged
- 7) Ensure all wall mounted emergency lights are operational
- 8) Close storm shutters
- 9) Reinforce large garage doors using 4 x 6's
- 10) Cut Grass
- 11) Clean storm water drains
- 12) Assure back-up generator is running properly, perform any maintenance, secure extra oil (20W50 Multi-grade – Penzoil or Castrol)
- 13) Top off diesel storage tank
- 14) Ensure all air conditioners are operational

GENERAL CONSIDERATIONS

- 1) Assure chain saws are operational, spare chains available and adequate fuel and 2 cycle oil is on hand.
- 2) Stock-up on Fix-a-Flat
- 3) Purchase tire plug kits for fixing flat tires
- 4) Purchase canned goods, refrigerated and frozen food items identified on food list
- 5) Consideration of additional fuel tank for gasoline or diesel
- 6) Assure ice machine is in proper working order – consider obtaining extra water filters / bagging ice

Storm Tracking

Close communications shall be maintained with the Department of Emergency Preparedness. Cable TV will be used as a tool to monitor the hurricane progress along with updates from Fire Service representative located in the Emergency Operations Center.

Stand-by / Evacuation Crews

The Fire Chief or designee will solicit a stand-by crew from members remaining in the area during the storm period. The Fire Chief will have the final decision on any emergencies or special request which will effect the response crew. No response crews will be allowed on the highways once the winds reach 45 MPH in the parish as determined by EOC.

If vehicles are evacuated, it will be the responsibility of the Fire Chief or designee to locate approved drivers for all vehicles. The dedicated driver's immediate family may accompany the driver in the vehicle and will be housed in a suitable location as determined by the Fire Chief or designee. It should be understood that accommodations may not be the best considering a storm is approaching.

STATION #32 SHELTER GUIDELINES

General Guidelines

- 1) Food will be provided any time the station is utilized as a shelter
- 2) Bunk beds will be assigned by the ranking officer and utilized for the dedicated emergency response crew. Remaining beds, if any, may be assigned by the ranking officer. No beds shall be utilized unless sheets are on mattresses.
- 3) No alcohol will be consumed or stored in the station and no individual acting in a belligerent manner will be allowed in the shelter.
- 4) All personnel wishing to stand-by the fire station shall notify the Fire Chief or President 18 hours prior to the start of Contra-Flow so adequate food and supplies may be obtained.
- 5) Minor children will not be allowed to remain at the station unless a parent or guardian is present at the station.
- 6) Small pets may be allowed at the station depending on the situation.

Projected winds of 75 mph or less to the Parish

If approved by the President or the Fire Chief, or their designees; only Station #32 may be utilized as an evacuation shelter for members of the Hahnville Vol. Fire Department and their immediate family members living in the same household. If space is available, on a case by case review, Mother / Father / In-Laws will be allowed to utilize the station as a shelter. Due to the lack of sleeping accommodations, everyone should be prepared to

sleep on make shift beds. The department will make every effort to supply food for everyone allowed into the shelter.

Projected winds of 76 to 90 mph to the Parish

If approved by the President or the Fire Chief, or their designees; only Station #32 may be utilized as an evacuation shelter for limited number of firefighters capable of responding to emergency calls. No member will be allowed to utilize the station for winds exceeding 90 mph. Food will be supplied for this emergency stand-by crew.

Projected winds in excess of 90 mph to the Parish

No fire fighter will be allowed to utilize the Hahnville station as a emergency shelter. Remaining equipment may be evacuated and the station secured for the approaching storm, as determined by the Fire Chief or designee.

Evacuation of Firefighters

If the hurricane is projected to have winds or water exceeding safe limits, or if so warranted, the Fire Chief or designee will decide the following and make the necessary arrangements for:

- a) Trucks / Equipment with drivers to evacuate the area for higher ground
- b) Location to evacuate and where trucks / equipment will be staged
- c) Lodging arrangements
- d) Return of trucks / Equipment back to the district

Every attempt will be made to evacuate in a timely manner. Fire protection and public assistance must be considered when making this decision therefore any volunteer driving a vehicle should be prepared to spend many hours reaching the designated destination. Any expenditure associated with the evacuation of equipment shall be absorbed by the department but must be properly documented with receipts.

After the Storm

Once the area has been declared safe to return, the Fire Chief shall authorize the trucks / equipment to be returned back to the parish and define the route. Upon return to the parish, it will be the responsibility of the driver to ensure each truck is fully functional and fueled prior to advising fire alarm the truck is back in service and available. It will be the responsibility of the Fire Line Officers to ensure all stations are safe for personnel and equipment and in proper working order prior to allowing a truck back to its prospective station. Firefighters and family members will be allowed at station #32 providing no damage was sustained. All shelter guidelines shall apply.

Communications

Firefighters wishing to communicate with the department heads may utilize the following suggested methods:

Cell phone to Chief 504-559-8737 (If not working try text messaging)

Fire Service representative at EOC 985-783-2413

Chief's E-mail - CHIEF@HVFD.NET