



## **HURRICANE PROCEDURE**

Hurricane Season begins every June 1<sup>st</sup>. If a hurricane or tropical storm warning threatens the Palm Beach County area, SAO employees will be advised to call the hotline for information concerning the opening or closing of the office. The HOT LINE NUMBER **561-233-0349** is activated in advance of any storm that represents an imminent threat to our area. This hot line provides employees with information concerning office working hours. Additionally, the Executive Director or Executive Secretary will update **561-355-7247** and **561-355-7248** with information if possible.

SAO investigators are provided with a list of employees' names, addresses and telephone numbers. They will make an effort to assist SAO employees in need.

### **OFFICE PREPARATION**

If it becomes necessary to close the office in advance of a hurricane or tropical storm, personnel from the Information Technology Unit will be securing our Data and Servers but SAO EMPLOYEES SHOULD:

1. Immediately update your current address, telephone number and emergency contact information in BOMSWEB. Any questions about these changes can be directed to the attention of Patty Eddins at 3-7085. She can also be contacted through email.
2. Files in window offices must be moved into cabinets, interior offices or interior hallways. Keep everything off the floors.
3. Computers and ALL electrical equipment (to include coffee makers, microwaves and refrigerators) must be unplugged.
4. All boxes, books, paper, trash cans, electrical or electronic equipment shall be removed from the floor (put up on desks, chairs etc).
5. Refrigerators must be emptied of all perishable food. Use large plastic garbage bags to help protect carpet from melting ice. All trash must be bagged and thrown in dumpster in back of building
6. Remove all wall hangings from window offices.
7. Personal items should be removed. County is not responsible for lost/damaged items nor will they move them for you.
8. OPEN all blinds. CLOSE all doors.
9. If doors are sandbagged, enter or exit only from the front doors.

10. Supervisors, Division Chiefs and Chief Assistants are responsible for ensuring that their units are in compliance with these county preparedness regulations.

11. DO NOT RETURN TO BUILDING UNTIL COUNTY GIVES THE OK.

#### COOP Response Team.

There will be at least one prosecutor and one staff person assigned to the First Appearance Courthouse who will respond to the office on Gun Club Road 12 hours prior to a hurricane, and who will remain until the emergency has passed. Personnel and their immediate family members will be housed in the jail (sorry, no pets). Presently, the prosecutor is Bryan Poulton and the support staff member is Kari Williams. Additionally, immediately after the storm, Michael McAuliffe and the CRT (Continuity Of Operation Plan Response Team) will respond to assist with the emergency court processes. COOP Response Team includes Chief Investigator, Executive Director, Chief ASA's, Chief of Felony, and representatives from County court, Felony and Juvenile.

Employees assigned to satellite offices are to respond to their office if their building is declared open by the Chief Judge.

#### **HURRICANE - FAMILY PREPARATIONS**

Employees should prepare themselves and their families. This includes obtaining shutters for every window and door as well as stocking up on water, canned food, cooking implements, first-aid supplies, prescription medications, baby needs, pet foods, batteries, candles etc. It is prudent to have a battery – operated radio or TV, and a safe hideout spot inside the home. Consult any of the many brochures available at grocery and other stores on any questions about supplies or hurricane preparations.

If a storm is threatening our area, you should listen to local media for information and actions to be taken. In addition, you should:

1. Fuel your car - you will need it to evacuate and pumps don't work without electricity.
2. Bring in outdoor objects such as lawn furniture, toys and garden tools.
3. Install storm shutters or cover windows with plywood and secure all doors.
4. Turn up refrigerators and freezers to highest settings.
5. Turn off small appliances that are not needed.
6. Turn off LP tanks.
7. Call an out-of-town friend or relative to let them know of your plans.  
Then instruct other family members to call that person for information about your family after the storm.
8. Fill sinks and bathtubs with water.
9. Get an extra supply of cash - banks and ATM's may not be operational immediately after the storm.

## AFTER THE STORM:

After the storm has passed, we recommend the following:

1. Call the SAO Hotline to confirm office-opening days. Keep listening to your local radio or TV stations for information. Our office opens when the courthouse opens. Call our First Appearance Office at **561-688-4640** if you need to speak to someone on Hurricane duty.
2. If you evacuated, return home only when authorities advise that it is safe. Drive only if it is absolutely necessary.
3. Immediately following the passage of the storm, debris may be covering roadways, making them impassable. Emergency crews will be working to clear roadways, but it may take hours or even days, to clean them all. Avoid weakened bridges and washed out roadways. Stay on firm ground.
4. Moving water only six inches deep can sweep you off your feet.
5. Beware of standing water, which may be electrically charged from downed power lines.
6. Beware of snakes, insects or animals driven to higher ground by flooded waters.
7. Enter your home with extreme caution. Beware of fallen objects or damaged roof and wall sections.
8. Remove shutters or plywood and open windows and doors to ventilate or dry your home, if necessary.
9. Check gas, water and electrical lines and appliances for damage. Do not attempt to repair damaged gas or electrical lines. Call a professional.
10. Do not drink or prepare food with tap water until you are certain it is not contaminated.
11. Avoid using candles or other open flames indoors. Use a flashlight or other battery-powered lighting.
12. Use the telephone to report emergencies only. This includes cellular phones.
13. Be especially cautious when using a chainsaw to cut fallen trees.
14. Never connect portable generators to your house. Use them only to run necessary appliances and plug appliances into the generator. The power company will have information that will help you determine if power is back in your area.

## **Family Disaster Plan<sup>1</sup>.**

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services - water, gas, electricity or telephones - were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right way. Families can - and do - cope with disasters by preparing in advance and working together as a team. Follow the steps listed below to create your family disaster plan. Knowing what to do is your responsibility for your best protection.

### **Four Steps to Safety**

#### **1. Find Out What Could Happen to You.**

- Contact your local Red Cross chapter or emergency management office before a disaster occurs - be prepared to take notes.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after a disaster. Animals are not allowed inside emergency shelters because of health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children's school or day care center, and other places where your family spends time.

#### **2. Create a Disaster Plan.**

- Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
  - Pick two places to meet such as:

Right outside your home in case of a sudden emergency, like a fire.  
Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.

- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.
- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).

<sup>1</sup> From "Family Disaster Plan" developed by the Federal Emergency Management Agency (FEMA) and the American Red Cross.

### **3. Complete This Checklist.**

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches.
- Check if you have adequate insurance coverage.
- Get training from the fire department for each family member on how to use the fire extinguisher (ABC type) and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe places in your home for each type of disaster.

### **4. Practice and Maintain Your Plan.**

- Quiz your kids every six months so they remember what to do.
- Conduct fire and emergency evacuations.
- Replace stored water and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries at least once a year.

### **Neighbors Helping Neighbors**

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

## **Home Hazard Hunt**

In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break, or cause a fire is a potential hazard. For example, a hot water heater or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards. Contact your local fire department to learn about home fire hazards.

## **EVACUATION**

- Evacuate immediately if told to do so.

<sup>1</sup> From "Family Disaster Plan" developed by the Federal Emergency Management Agency (FEMA) and the American Red Cross.

- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Lock your home
- Take your Disaster Supplies Kit.
- Use travel routes specified by local authorities; don't use shortcuts because certain areas may be impassable or dangerous.

### **If You're Sure You Have Time:**

- Shut off water, gas, and electricity before leaving, if instructed to do so.
- Post a note telling others when you left and where you are going.
- Make arrangements for your pets.

## **EMERGENCY SUPPLIES**

The emergency preparedness kits are designed to be the basis for some of the supplies that may be needed to have available when an emergency or disaster happens. While the materials included in the kits are a good start, there is no kit that can provide all the supplies that individuals may need in an emergency. Your kit should be customized based on your own personal needs. Additional contents could include:

## **UTILITIES**

- Locate the main electric fuse box, water service main and natural gas main. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves.
- Remember to turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. If you turn the gas off, you will need a professional to turn it back on.

## **IF DISASTER STRIKES**

Remain calm and patient. Put your plan into action.

- Check for injuries.
- Give first aid and get help for seriously injured people.
- Listen to your battery-powered radio for news and instructions
- Evacuate, if advised to do so. Wear protective clothing and sturdy shoes.

Check for damage in your home.

- Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.
- Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off

1 From "Family Disaster Plan" developed by the Federal Emergency Management Agency (FEMA) and the American Red Cross.

- the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities. (You will need a professional to turn gas back on.) Clean up spilled medicines, bleaches, gasoline, and other flammable liquid immediately.

### **Remember to...**

- Confine or secure your pets.
- Call your family contact--do not use the telephone again unless it is a life-threatening emergency.
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is cut off.
- Stay away from downed power lines.

## **PETS AND DISASTERS: GET PREPARED**

The following information has been prepared by the Humane Society of the United States in cooperation with the American Red Cross. Our pets enrich our lives in more ways than we can count. In turn, they depend on us for their safety and well-being. Below is how you can be prepared to protect your pets when disaster strikes.

### **Be Prepared With a Disaster Plan**

The best way to protect your family from the effects of a disaster is to have a disaster plan. If you are a pet owner, that plan must include your pets. Being prepared can save their lives. Different disasters require different responses. Whether the disaster is a hurricane or a hazardous spill, you may have to evacuate your home. In the event of a disaster, if you must evacuate, the most important thing you can do to protect your pets is to evacuate them, too. Leaving pets behind, even if you try to create a safe place for them, is likely to result in their being injured, lost, or worse. So prepare now for the day

when you and your pets may have to leave your home. The Red Cross recommends the following:

## **1. Have a Safe Place To Take Your Pets**

Red Cross disaster shelters cannot accept pets because of local and state health and safety regulations and other considerations. Service animals that assist people with disabilities are the only animals allowed in American Red Cross shelters. It may be difficult, if not impossible, to find shelter for your animals in the midst of a disaster, so plan ahead. Do not wait until disaster strikes to do your research.

- Contact hotels and motels outside your local area to check their policies on accepting pets and restrictions on number, size and species. Ask if "no pet" policies could be waived in an emergency. Keep a list of "pet friendly" places, including phone numbers, with your other disaster information and supplies. If you are alerted to an impending disaster, call

<sup>1</sup> From "Family Disaster Plan" developed by the Federal Emergency Management Agency (FEMA) and the American Red Cross ahead for reservations.

- Ask friends, relatives or others outside the affected area whether they could shelter your animals. If you have more than one pet, they may be more comfortable if kept together, but be prepared to house them separately.
- Make a list of boarding facilities and veterinarians who could shelter animals in an emergency; include 24-hour phone numbers.
- Ask local animal shelters if they provide emergency shelter or foster care for pets during a disaster. Animal shelters may be overwhelmed caring for the animals they already have as well as those displaced by a disaster, so this should be your last resort.

## **2. Assemble a Portable Pet Disaster Supplies Kit**

Whether you are away from home for a day or a week, you'll need essential supplies. Keep items in an accessible place and store them in sturdy containers that can be carried easily (a duffle bag or covered trash containers, for example). Your pet disaster supplies kit should include:

- Medications and medical records (stored in a waterproof container) and a first aid kit.
- Sturdy leashes, harnesses, and/or carriers to transport pets safely and ensure that your animals can't escape.
- Current photos of your pets in case they get lost.
- Food, portable water, bowls, cat litter/pan, and can opener.
- Information on feeding schedules, medical conditions, behavior problems, and the name and number of your veterinarian in case you have to foster or board your pets.



- Pet bed or toys if easily transportable

## **YOUR FAMILY DISASTER SUPPLIES KIT**

DISASTERS HAPPEN ANYTIME AND ANYWHERE. And when disaster strikes, you may not have much time to respond. If you've gathered supplies in advance, your family can endure an evacuation or home confinement.

To Prepare Your Kit:

- Review the checklist in this brochure.
- Gather the supplies that are listed. You may need them if your family is confined at home.
- Place the supplies you'd most likely need to any evacuation in an easy to carry container.

There are six basics you should stock for your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items.

- Possible containers include:
  - a large, covered trash container

1 From "Family Disaster Plan" developed by the Federal Emergency Management Agency (FEMA) and the American Red Cross.

- a camping backpack; or
- a duffle bag

### **Clothing and Bedding**

- At least one complete change of clothing and footwear per person
- Sturdy shoes or work boots
- Rain gear
- Blankets or sleeping bags
- Hat and gloves
- Thermal underwear

### **Tools and Supplies**

- Flashlight and extra batteries
- Mess kit, or paper cups, plates and plastic utensils
- Cash, traveler's checks, change
- Non-electric can open, utility knife
- Tent
- Pliers
- Tape
- Matches in waterproof container
- Aluminum foil
- Paper, pencil
- Needles, thread

- Medicine dropper
- Shut-off wrench, (to turn off household gas and water)
- Plastic sheeting
- Map of area
- Battery operated radio and extra batteries
- Whistle
- Plastic storage containers

### **Sanitation**

- Toilet paper, towelettes
- Soap, liquid detergent
- Feminine supplies
- Plastic garbage bags, ties
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach
- Hand sanitizer

### **Water**

- Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation) **Note:** Hot environments and intense physical activity can dramatically

<sup>1</sup> From "Family Disaster Plan" developed by the Federal Emergency Management Agency (FEMA) and the American Red Cross.  
increase the amount of water that a person needs to drink.

### **Food**

- Ready-to-eat canned meats, fruits and vegetables
- Canned juices, milk, soup (if powdered, store extra water)
- High energy foods-peanut butter, jelly, crackers, granola bars, trail mix
- Vitamins
- Comfort/stress foods - Cookies, hard candy, sweetened cereals, instant coffee, tea bags

### **Special Items**

- Medications (both prescription and non-prescription) that you take, including pain relievers, stomach remedies, etc. (Ask your physician or pharmacist about storing prescription medications)
- Extra eyeglasses
- Important family documents (in a waterproof, portable container)
  - Will, insurance policies, contracts, deeds, stocks and bonds
  - Passports, social security cards, immunization records
  - Bank account numbers
  - Credit card account numbers and companies
  - Inventory of valuable household goods, important telephone numbers
  - Family records (birth, marriage, death certificates)

- Entertainment - games and books
- Supplies for persons with special needs, such as infant, elderly or disabled persons
- Family or workplace disaster plan

**For Baby**

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

**For Adults**

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

**Entertainment**

- Games and books and cards, puzzles

<sup>1</sup> From "Family Disaster Plan" developed by the Federal Emergency Management Agency (FEMA) and the American Red Cross.