



CITY OF
PORT LAVACA

P.O. Box 105, 202 N. Virginia, Port Lavaca, Texas 77979-0105, www.portlavaca.org



**HURRICANE/EMERGENCY
PREPAREDNESS PLAN
PUBLIC WORKS DEPARTMENT**
Hurricane Plan Public Works

Public Works
CONTENTS

Phase 0 Planning for Hurricane Season, December – April	1
Phase 1 Preparedness for Hurricane Season, May	1
Phase 2 Action Items When Tropical Storm/Hurricane Watch Declared	1
Phase 3 Action Items When Hurricane Warning Declared (Hurricane strike within 24 hours)	2
Phase 4 Action if Hurricane Strike is Imminent in the Port Lavaca Vicinity	3
Phase 5 Action Items for Hurricane Striking Plant Site/Sites	3
Phase 6 Action Items for Post Hurricane	4

ATTACHMENTS

Attachment “A” HURRICANE DUTY STAFF AND RELIEF STAFF	5
Attachment “B” GENERAL SUPPLIES	6
Attachment “C” TENTATIVE MENU/GROCERY LIST	8
Attachment “D” FIRST AID KIT CONTENTS	10
Attachment “E” HURRICANE WATCH CHECKLIST	11
Attachment “F” BOARDING, BUILDING/OFFICE EQUIPMENT SECURITY	13
Attachment “G” EMERGENCY GENERATOR	14
Attachment “H” VEHICLE AND EQUIPMENT FUELING LIST	19
Attachment “I” THE INTERNATIONAL MORSE CODE	22
Attachment “J” EMERGENCY NUMBERS	23

Hurricane Plan for Public Works

Public Works

Phase 0 Planning for Hurricane Season, December – April

- Maintain normal operations.
- Review and revise Hurricane Plan annually.
- Make assessments, under the provisions of this plan, to improve the flood protection of all facilities and the general ability of the Wastewater Treatment/Water Distribution System to withstand a hurricane.
- All Hurricane Duty Staff to attend First Aid, CPR training (initial/refresher course).
- In April, update Hurricane Plan and all attachments. Provide copies to City Manager.

Phase 1 Preparations for Hurricane Season, May

- Maintain normal facility operations.
- Review Hurricane Procedures with Department personnel.
- Update DUTY STAFF roster and RELEIF STAFF roster. (Attachment A)
- Review Hurricane Plan in detail with hurricane (duty) staff.
- Inventory general hurricane supplies (Attachment B). Deficiency list to be provided to the Public Works Director for corrective action.
- Check/update emergency fuel supply agreement.
- Review generator emergency procurement procedures (Attachment F).
- Build up and maintain stockpile of sand.
- Ensure adequate supply of HTH is on hand (disinfection).
- Service, test and insure operability of all trash pumps, small portable generators and chop saws.
- Check vehicle and equipment list for accuracy (Attachment G).
- Hold site clean-up with specific emphasis on objects that could be potential hazards during a hurricane.
- Ensure all departments have electronic data backed up.

Hurricane Plan for Public Works

Public Works

Phase 2 Tropical Storm/Hurricane Watch Declared

ADMINISTRATION OPERATIONS

1. Meeting with supervisory and clerical personnel.
2. Test ALL communication equipment.
3. Assign personnel to assist with securing all files, computers, copy machine and other office equipment.
4. Track storm progress on tracking forms/maps.
5. Inventory general supplies (Attachment B).
6. Inventory/replenish food supplies (Attachment C).
7. Inventory First Aid Supplies (Attachment D).
8. Inspect Wastewater Treatment Plants, Waterworks and George St. Warehouse (outside storage). Report to Public Works Director any items that need to be stowed.
9. Install protective coverings over all windows and openings as designated by Public Works Director.

UTILITY MAINTENANCE /STREETS/PARKS

1. Personnel Meeting
2. Locate valves at water crossings
3. Fill and service all vehicles and equipment
4. Keep towers and ground storage filled
5. Check emergency supplies - flashlights, batteries, first aid supplies, water coolers
6. Assist other sections as needed

WASTEWATER

1. Personnel Meeting
2. Check emergency supplies - flashlights, batteries, first aid supplies, water coolers
3. Fuel all vehicles, portable equipment and containers (Attachment G).
4. Prepare vehicles for transport to (designate parking area).
5. Secure ALL loose materials (i.e. tools, barricades, pipes, etc.).
6. See procedures in Operator's Manual

Hurricane Plan for Public Works

Public Works

Phase 3 Tropical Storm/Hurricane Warning Declared

ADMINISTRATION OPERATIONS

UTILITY MAINTENANCE / STREETS / PARKS

1. Evacuation of families
2. Make room upstairs for equipment
3. Ensure all computers are off of the floor and covered with plastic.
4. Secure Waterworks inventory room
5. Secure or move all pipe and loose material and tools
6. Keep towers and ground storage filled
7. Empty beds of trucks
8. Keep vehicles filled and serviced
9. Notify Fire Department of number of employees to be fed
10. Assist other sections as needed

WASTEWATER SECTION

1. Secure all doors and windows on all structures (Treatment Plants and Lift Stations).
2. Ensure all computers are off of the floor and covered with plastic.
3. Check condition of belts and obtain spares if needed.
4. Move all records and office equipment to the lab and set on table and counter tops.

Hurricane Plan for Public Works

Public Works

Phase 4 Tropical Storm/Hurricane Strike Imminent

ADMINISTRATION OPERATIONS

UTILITY MAINTENANCE / STREETS / PARKS

1. Gather supplies and equipment that may be needed
2. Top off vehicles and equipment
3. Park one backhoe and one dump truck at Austin St. Fire Station
4. Top off towers and ground storage
5. Close valves to towers and ground storage
6. Ensure that Waterworks is secure
7. Move bedding, clothing, and emergency rations to City Hall, PD, or fire station
8. Close valves at water crossings and city limits
9. Assist other sections as needed
10. Assist Police and Fire Departments patrol city

WASTEWATER SECTION

1. Wastewater Superintendent should remain at Lynn's Bayou plant as long as possible.
2. Secure all equipment and Items that can create hazards.
3. Turn off all power before leaving plant.

Hurricane Plan for Public Works

Public Works

Phase 5 Recovery

ADMINISTRATION OPERATIONS

UTILITY MAINTENANCE / STREETS / PARKS

1. Ensure safety of personnel
2. Survey and evaluate damage
3. Restore water service beginning at Chocolate Bayou
4. Provide emergency water supply at ground storage
5. Repair breaks and flush lines in one section before opening next section

WASTEWATER SECTION

1. Public Works Director and Wastewater Superintendent will conduct survey and make an assessment of damage to Treatment Plants, Lift Stations and Collection System.
2. Establish operational priorities based on damage survey.
3. All personnel should return (without family) to the city and report to the Public Works Service yard to receive clean-up assignments.
4. All facilities to be brought on line in the following order:
 - A. Lynn's Bayou Plant
 - B. Main and Vela lift stations
 - C. Lynnhaven, Ann, Brooks, Alamo Hts., and Hill Terrace lift stations
 - D. Bay, Brookhollow, Deshazor and remaining lift stations
5. As soon as possible, all remaining equipment that was removed should be re-installed
6. Make needed repairs to collection system.
7. Disinfect (with HTH) any areas where sanitation and/or odor problems occur.
8. Perform any other tasks required to return to normal operations.

***** PUBLIC WORKS DEPARTMENT *****
MEMO

TO: City Manager
FROM: Wayne Shaffer, Public Works Director
DATE: May 27th, 2020
SUBJECT: Hurricane Preparedness Personnel (Update)

Listed below are the names of Public Works Department personnel that will stay (Duty Personnel) in the event of an evacuation due to a hurricane.

- Wayne Shaffer Public Works Director
- Cyndi Heysquierdo Asst. Public Works Director
- Lance Roy Utility Superintendent
- Mario Garza-Reyes Utility Crewleader
- Lucio Licerio (Butch) Street Superintendent
- Eddie Tyler Parks Superintendent
- “TBD” Wastewater Superintendent

Supervisors are required to stay and maintain operations as long as possible. All other department personnel that remain behind do so strictly on a voluntary basis.

The on-call personnel will be the Relief Personnel and will be called back to the City once the all-clear signal has been given. These personnel are as follows:

- Utility Maintenance 1st Man (361.220.0526)
- Utility Maintenance 2nd Man (361.220.0530)
- Wastewater Treatment On-call Operator (361.220.0538)

In the event of a hurricane/emergency we will begin implementing our department procedures, where possible, ahead of schedule to allow sufficient time for the release of non-essential personnel.