

**UNCLASSIFIED**

USAG-Miami Emergency Mgmt. (EM) Checklist <sup>(2020)</sup>

**Individual Hurricane Preparedness & Response Actions**

**Pre-SEASON INDIVIDUAL / FAMILY PREPAREDNESS**

#	Done By	TASK
<b>CAVEAT</b> This checklist is not mandatory, but makes recommendations for assigned/attached personnel (military, civilian, and contractor) to consider for personal and family preparedness.		
<b>NOTE</b> • Items labeled with an asterisk (*) are those professional tasks – at your office and workspaces, etc.		
<b>Pre-Season Preparedness</b>		
The Atlantic Hurricane Season runs from 1 June through 30 November		
<b>1*</b>	Soonest	Carry your division/branch <b>recall roster</b> in case of emergency and afterhours notifications, recalls, etc.
<b>2*</b>	ASAP, Quarterly	<b>Update contact data</b> , as changes occur. Ensure your data is current in ALERT!, MilConnect, SCEMS, Service Accountability System (ADPAAS, AFPAAS et al), and on your organization’s recall roster.
<b>3</b>	Soonest	<b>Learn your Residential Flood Zones as well as Storm Surge and Evacuation Zones.</b> Find your Zones on your county’s Emergency Management webpage. <i>Know the difference</i> between Flood, Storm Surge and Evacuation Zones!
<b>4</b>	Quarterly	<b>Determine Family Rally Points</b> (a.k.a. Reunification Points) – Primary and at least one alternate in the: ↓ Neighborhood. Near your home. If there is a house fire, the family will meet at...(Primary);...(Alternate) ↓ Community. If your neighborhood is ordered to evacuated (hazardous materials spill, etc.). ↓ School(s), if applicable. For school evacuations or emergencies, where the kids will go to wait for you. ↓ Region. These are locations away from the coastline and potential flooding areas. See EvacuationLocations.
<b>5*</b>	Soonest	Identify POCs in the Directorate / Special Staff agency (D/SS) – Primary / Alternate: Emergency Management Rep, Security Manager, Safety Rep, HQ Commandant (!) <i>These are your internal focal points for advice, assistance, and referrals.</i>
<b>6</b>	Soonest	Check your personal <b>insurance policies</b> for (!) <i>Damage mitigation efforts may result in cost savings!</i> ↓ Homeowner/Renter insurance. Are contents covered? ↓ Vehicles – boat, motorcycle, motorhome, etc. ↓ Required mitigations by the policyholder (e.g., are you expected to board-up windows?). ↓ Ask what is covered, and what is not (e.g., valued collectables). Are possessions documented?
<b>NOTE</b> • Once a storm is named and may threaten your area, most insurance companies will not permit policy upgrades/changes.		
<b>7</b>	April	Ensure all family members learn what weather advisories, watches, and warnings are, and what they mean.
<b>HINT</b> <b>WATCH</b> = Watch for weather threat to develop. Conditions are right (favorable) for development and impacts. <b>WARNING</b> = The weather danger has been confirmed, and may impact the forecasted area(s). Advisories, Watches, and Warnings are explained at < <a href="http://www.weather.gov/lwx/warningsdefined">www.weather.gov/lwx/warningsdefined</a> >.		
<b>8</b>	1 Apr	Determine <b>emergency evacuation locations</b> – Public Shelters, Friends/Family, Hotels, that are away from coastlines, Evacuation and Flood zones. Consider the following, as applicable – you may have limited notice: ↓ Pet-friendly & special needs accommodating hotels, shelters, etc. (only specified public shelters allow pets). ↓ Availability – hotel reservation rules, periods when friends/family will be away, required forewarning. ↓ Costs within gov’t lodging rates ( <a href="http://www.defensetravel.dod.mil/site/perdiemCalc.cfm">http://www.defensetravel.dod.mil/site/perdiemCalc.cfm</a> ; <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> )
<b>9</b>	1 Apr	Learn what <b>community support and resources</b> are available. Check county’s website where you live. • CERT (Community Emergency Response Team; <a href="http://www.ready.gov/community-emergency-response-team">www.ready.gov/community-emergency-response-team</a> ) • Miami-Dade Office of Emergency Management offers 3-part class CERT training throughout the year. Students must participate in all sessions to complete the training. <a href="mailto:cert@miamidade.gov">cert@miamidade.gov</a> for more info. • Social and church organizations. Network of people willing to help, when needed. • Free home/property preparedness seminars from county or local groups.
<b>10</b>	1 Apr	<b>Make a list of supplies</b> you will need – and should have – in your Emergency (72 hrs) and Disaster Kits (2 weeks). Refer to lists from state or county EM offices.
<b>11</b>	1 Apr	Register for <b>community and county alerting methods</b> . How will civilian authorities alert you to emergencies (tornado watch or warning) and evacuation directions (by-Zone mandatory evacuations)? We recommended that cell phones are registered in area and community alerting services e.g., <a href="http://www.miamidade.gov/alerts/">http://www.miamidade.gov/alerts/</a> See <a href="http://readysouthflorida.org/stayinformed/">http://readysouthflorida.org/stayinformed/</a> and go to county web links.
<b>12</b>	1 Apr	<b>Register special needs family members</b> in your county’s service, online or in-person. Special transportation and care services rely on knowing where responders and accommodating transports should focus.

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13*	1 Apr	Build your <b>Family Communications Plan</b> . Start with your organization recall roster. Include means of contact (phone, E-mail, etc.) for family, friends, and others that may be able to assist or provide shelter. Ensure the command and base information focal points are included: <ul style="list-style-type: none"> <li>• USSOUTHCOM website: <a href="https://www.southcom.mil/">https://www.southcom.mil/</a>  <i>Who will want to call you? Who will you want to contact? Who needs to know you are okay?</i></li> </ul> <b>HINT:</b> FEMA has a template ready to use at <a href="http://www.fema.gov/media-library/assets/documents/108887">www.fema.gov/media-library/assets/documents/108887</a> .
14	As Req'd	<b>Acquire supplies</b> for your Emergency / Disaster Kits. Start buying supplies and needed comfort items (i.e., fuels cans, collapsible water jugs, etc.) to serve your family's unique needs.
<b>NOTE</b> <ul style="list-style-type: none"> <li>• FL DoT has Florida511 website and app which can give up to date info- see <a href="https://fl511.com/">https://fl511.com/</a> and app store</li> <li>• Be aware of your route. The FL DoT will close bridges when sustained winds reach 40 mph. High-profile vehicles (camper trailer, motorhome) may be prohibited from some major roads when bridges close.</li> </ul>		
15	5 Apr	<b>Make / Review your Disaster Plan</b> . Determine: <ul style="list-style-type: none"> <li>• What you may need to do before Hurricane Season (1-June) to the house. What needs to be done before an evacuation order is given, and what needs to happen after the storm/crisis passes?</li> <li>• Who must you call (report accountability, duty availability, and that you are safe-keep printed list of numbers)?</li> <li>• Consider what needs to be done for family members <i>and pets</i>. What special needs will require attention?</li> <li>• Who can help/support you; who might need your help?</li> <li>• Where will the kit(s) be found? What last-pack items must be gathered and put in the kit?</li> </ul>
<b>HINTs</b> -- <b>TIPs</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.READY.GOV/make-a-plan">www.READY.GOV/make-a-plan</a> will help build the basics for a personal/family Emergency Preparedness Plan. Plans can be simple and made of an outline of things to do before, during, and after a disaster. Asking questions of yourself/family will determine how detailed your plan should be.</li> <li>2. For every action, include one or more alternatives (i.e., evacuation routes, evacuation locations) in case the primary fails.</li> <li>3. Ask local Emergency Management offices and neighbors for their suggestions – opinions/preferences may help you plan.</li> </ol>	
16	5 Apr	<b>Assess kits' contents and necessity</b> . Weigh the value-added and costs (money, effort, etc.) before buying a generator, trailer or car-topper, etc. Consider your ability and desire to maintain and likelihood of use.
17	5 Apr	<b>Build your Emergency &amp; Disaster Kits</b> . Refer to your list that was started. Ask yourself, your family: <ul style="list-style-type: none"> <li>• How much room is there to limit what is taken – in the house and in the car.</li> <li>• What will be needed for a 3- and 14-day evacuation? What will you need (clothes, documents, valuables)?</li> <li>• Special needs of children, those with special diets, medications and equipment/supplies?</li> <li>• What do your pets need – kennel, food, water, toys, medical/shot records, etc.? This may be a last-pack item.</li> <li>• What things are reasonable to take to make life more comfortable – toys/games, books, etc.?</li> <li>• What will be left behind, waiting for when the evacuation is over – hand tools, tarps, water/shelf-stable food?</li> </ul>
<b>HINTs</b> -- <b>TIPs</b>	<ol style="list-style-type: none"> <li>1. Buy supplies incrementally – each week, buy a few items on the list. Check them off, and make updates to the list as you go.</li> <li>2. Consider the costs before spending money on a commercially built kit. Look at a contents list and decide what you need/want for your evacuation. You may have most of what a kit should contain already in the garage, closet, etc.</li> <li>3. Keep cash (mixed denominations – bills and coins – readily accessible [secured, hidden]. Having cash is crucial <u>before</u> a disaster. ATMs will not work without power, and may be emptied by others before you get there. Bankcards and credit cards won't do any good when the gas station loses power of connection to card services.</li> <li>4. Rotate items that can expire or go bad (batteries, canned food, etc.). Don't store the kits/contents in hot temperatures!</li> </ol>	
18	10 Apr	<b>Plan evacuation routes</b> to Rally Points and Evacuation Locations. Plan primaries <i>and</i> alternates. <ul style="list-style-type: none"> <li>• Rally Points: Start planning at the bedroom door(s). Include windows, paths/shortcuts, etc.</li> <li>• Evacuation Locations: Start at your front door. Avoid bridges, low-lying roadways, etc.</li> </ul>
19	25 Apr	<b>Learn about Phone and Internet Services</b> . Ask your providers what can be expected during power outages and before predicted high-wind hazards. <i>Some cellular service repeaters are secured before a hurricane approaches.</i>
<b>HINTs</b> -- <b>TIPs</b>	<ol style="list-style-type: none"> <li>1. Cable/Internet service may continue even after local power fails. An UPS (uninterrupted power supply) can provide temporary power to the router for emergency use. This is a good idea throughout the year.</li> <li>2. TEXTs take less bandwidth, sometimes a text will go through when a call won't. Minimize use of phone to help keep circuits free.</li> <li>3. Keep an analog, plug-in phone available. Landline services may be available in power outages and when cell service fails.</li> </ol>	
20	25 Apr	Make a list of <b>last-pack items</b> . Make a list of what items are must be collected for the kits, and from where. <ul style="list-style-type: none"> <li>• Already on-hand (pillows, blankets, clothes, etc.). Games, charging cables, critical papers, etc.</li> <li>• Extended medications (over-the-counter and prescriptions), medical records, special instructions.</li> <li>• Special diet foods, pet foods and supplies, etc.</li> <li>• Cleaning / disinfecting supplies. <i>Unscented, plain</i> household bleach is useful for most cleaning efforts.</li> </ul>

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<b>HINTs</b> -- <b>TIPs</b>		Learn how to, and then practice water sterilization [w/the family]. <ul style="list-style-type: none"> <li>· Filter cloudy water through a clean cloth. Heat water to a rolling boil for one minute, then let cool.</li> <li>· Add 2 drops of household bleach to a quart of water, or 8 drops per gallon. Stir and let it sit for 30+ minutes. A slight chlorine odor is expected. DO NOT use scented bleach or brands with added cleaning or color-safe benefit.</li> </ul> <p style="text-align: center;">Learn more at <a href="http://www.epa.gov/ground-water-and-drinking-water/emergency-disinfection-drinking-water">www.epa.gov/ground-water-and-drinking-water/emergency-disinfection-drinking-water</a></p>
<b>21</b>	30 Apr	<b>Record / Document property</b> and valuables/possessions. Use video or still photos, and descriptions (serial numbers, models, etc.) for your home, boat, and personal possessions.
<b>22</b>	1 May	<b>Informal networks.</b> Establish a buddy support system – whether between work colleagues or families, neighbors, churches, HOAs – share information and plans.
<b>23</b>	1 May	<b>Evaluate your plan(s).</b> Talk through what can reasonably be done before a storm hits, and what could not be done if you were not available. What time, tools, and resources are needed? What is executable and what should be reconsidered?
<b>24</b>	1 May	Consider <b>damage mitigation supplies.</b> Make a list and start acquiring supplies to prevent or mitigate damages to property (plastic sheeting/tarp, window shutters or coverings, etc.).
<b>25</b>	1 May	Consider the risks, benefit, and costs of home improvements – storm shutters, stronger windows, strengthen roof, reinforce garage door, etc.
<b>26*</b>	1 May	Determine what personal items at work will require attention before evacuation. How much time is needed?
<b>27*</b>	1 May	Determine if you are assigned to a <b>special team</b> recalled during pre-storm preparations, evacuation, and following a storm. Adjust your plan – make sure that personal/family emergency plans will work if you aren't there. Can the family and neighbors help with critical tasks?
<b>28*</b>	1 May	[US / DoD Military, Civilian] Obtain a Gov't Travel Card (GOVCC) through your organization. Check to ensure the card and PIN are active.
<b>29</b>	5 May	[If a special team member] Validate family pre- and post-storm plans. What changes/what new decision points are required if you are not available to help family members prepare the home and/or evacuate or ride-out the storm?
<b>30</b>	10 May	Make a checklist for utilities shutdown, and who to call for assistance (provider or friend). Put this with <i>The Plan</i> .
<b>31*</b>	10 May	<b>Special Team Personnel</b> - Whether deploying elsewhere (e.g., COOP) or brought in for duration due to AOR OPS (CAT) <ul style="list-style-type: none"> <li>↓ Determine packing and recall requirements, restrictions.</li> <li>↓ Verify/review Go Bag contents for changes</li> <li>↓ Review travel and destination orientation information.</li> </ul>
<b>32*</b>	20 May	<b>Special Team Training / Preparations – Storm Rideout skeleton.</b> <ul style="list-style-type: none"> <li>↓ Understand what the command expects from you, and what you can expect to be doing.</li> <li>↓ Find the requirements for personal bag packing (clothing, gear, supplies).</li> <li>↓ Confirm contact information is correct on team and recall rosters, personal profiles (ALERT!, SCEMS, etc.).</li> </ul>
<b>33</b>	10 May	Ensure you have a hard copy of the plan and that it is available to family members. Address topics such where the emergency and disaster kits are found, what perishable items (batteries, water, etc.). Include a list of last pack items and final checklist of items to do (e.g., fill tub/trash cans with water).
<b>NOTE</b>		<ul style="list-style-type: none"> <li>• During a hurricane event, activity should be reduced to minimum essential. Depending on the strength of the storm and AOR impact, Leadership will make decisions on what constitutes minimum essential and whether operations are merely reduced or fully relocated.</li> <li>• A hurricane is broad impact event, not localized with significant impacts on transportation, electricity, water, fuel and resupply. (2017 IRMA impacted Miami as CAT 2.) A major hurricane (CAT 3+) will require an extended recovery for local infrastructure.</li> <li>• Hurricane Ride-Out: Generally, up to 48 hrs before to 48 hrs after storm. Curfews and travel restrictions normally apply in aftermath.</li> </ul>
<b>34*</b>	15 May	<b>Deconflict duties/team appointments.</b> Ensure you aren't assigned to multiple teams for storm prep, response.
<b>35</b>	15 May	Review command hurricane [and other disaster preparedness] handouts and information.
<b>36</b>	15 May	Make a list (check sheet) of actions to protect your home/property from storm damages when a storm threatens. <ul style="list-style-type: none"> <li>· Secure outdoor items (lawn furniture, toys, potted plants, trashcans, etc.).</li> <li>· Remove dead, broken, or unhealthy trees or branches that may fall in high winds.</li> <li>· Storm strapping for trailers, campers, sheds, and roofs.</li> <li>· Consider pre-storm or pre-evacuation home security and safety steps. Refer to utility company guidance, coordinate with neighbors who are remaining local.</li> </ul>

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#	Done By	TASK
37	15 May	<b>Trim trees, clear potential hazards around the home.</b> Consider what 74-100+ winds would blow down or break then mitigate potential problems around your house. <i>Encourage neighbors to do the same!</i>
38	15 May	Keep vehicle fuel tanks [at least] half-full throughout the Summer.
39	15 May	Find out who your neighbors are before a storm approaches. Consider getting involved with a Neighborhood Watch program (< <a href="http://www.nnw.org">www.nnw.org</a> > or develop an informal plan for watching each other's homes.
40	20 May	Practice your Communications Plan. Have everyone practice texting and calling out-of-town contacts. • Ensure everyone has a printed/copied Contact Roster with all important contacts listed.
HINTs -- TIPs		Don't rely on information stored in phones or online. To reinforce the need for printed copies, try to recite the phone numbers, E-mail addresses, and physical addresses of contacts. Remind each member how it will be a problem if the phone/device is lost or loses power.
41	20 May	<b>Review kits and last-pack list.</b> Remember stores will start emptying early (fuel cans, generators, bottled water, etc.). Don't wait until the storm is announced.
42	31 May	<b>Confirm insurance</b> – policy coverage and verify policyholder expectations, requirements, etc.
43	Ongoing	Monitor weather forecasts for severe tropical weather threats and predictions (< <a href="http://www.nhc.noaa.gov">www.nhc.noaa.gov</a> >).

**Key Resources**

<p><b>MIAMI-DADE COUNTY</b>  <b>Miami Dade Emergency Management</b> Website: <a href="http://www.miamidade.gov/fire/emergency-management.asp">http://www.miamidade.gov/fire/emergency-management.asp</a>  <b>Storm Surge Zone Mapping:</b> plug in your address and it will map it in relationship to storm surge map in Miami-Dade County. <a href="http://mdc.maps.arcgis.com/apps/webappviewer/index.html?id=4919c85a439f40c68d7b3c81c3f44b58">http://mdc.maps.arcgis.com/apps/webappviewer/index.html?id=4919c85a439f40c68d7b3c81c3f44b58</a>                      Gas stations and stores with generators <a href="http://www.miamidade.gov/fire/consumer-survival-kit.asp">http://www.miamidade.gov/fire/consumer-survival-kit.asp</a>                      Information on personal preparedness and preparation from kits to plans to alert registration; home preparation and tree trimming; shelter and evacuation assistance; what MAY be open after the storm because they have power generators.</p>
<p><b>BROWARD COUNTY</b>  <b>Broward County Emergency Management</b> Website: <a href="https://www.broward.org/Hurricane/Pages/Default.aspx">https://www.broward.org/Hurricane/Pages/Default.aspx</a>  <b>Evacuation Map and storm surge zones:</b> <a href="http://www.broward.org/Hurricane/Pages/EvacuationRoutes.aspx">http://www.broward.org/Hurricane/Pages/EvacuationRoutes.aspx</a>                      Information on personal preparedness from kits to plans to alert registration; shelters, evacuation routes. A-Z listing.</p>
<p><b>MONROE COUNTY</b>  <b>Monroe County Emergency Management</b> Website: <a href="http://www.monroecountymem.com">http://www.monroecountymem.com</a>  <b>Storm Ready Emergency Hotline:</b> EMERGENCY HOTLINE 1-800-955-5504  <b>Other Emergency Management Resources:</b>  <a href="http://www.readysouthflorida.org">http://www.readysouthflorida.org</a>; <a href="https://floridadisaster.org">https://floridadisaster.org</a>; <a href="https://www.ready.gov">https://www.ready.gov</a>                      Multiple links and app links for staying informed: <a href="http://readysouthflorida.org/stayinformed/">http://readysouthflorida.org/stayinformed/</a>                      Radio station finder: <a href="https://radio-locator.com/cgi-bin/locate?select=city&amp;city=miami&amp;state=FL&amp;x=12&amp;y=7">https://radio-locator.com/cgi-bin/locate?select=city&amp;city=miami&amp;state=FL&amp;x=12&amp;y=7</a></p>
<p><b>USAG Miami Emergency Mgr:</b> Office 305-437-2570 <b>USAG-Miami EOC (when activated)</b> 305-437-2688/2689  <b>Website:</b> <a href="http://www.southcom.mil/USAG-Miami/">http://www.southcom.mil/USAG-Miami/</a> To update DEERS and GAL: <a href="https://milconnect.dmdc.osd.mil/milconnect/">https://milconnect.dmdc.osd.mil/milconnect/</a>                      To update ALERT! <a href="https://alert.csd.disa.mil/SelfServiceDOD">https://alert.csd.disa.mil/SelfServiceDOD</a>  <b>ARMY ADPAAS:</b> <a href="https://adpaas.army.mil/cas/login?nopublic=true&amp;dontknowlogin&amp;desktopview">https://adpaas.army.mil/cas/login?nopublic=true&amp;dontknowlogin&amp;desktopview</a>  <b>Apps of interest:</b> Weather and Radar: MyRadar, Weather from NOAA, MaxTracker (local10News), ReadyMDC (Miami-Dade EM App); First Aid (Red Cross or others); Roads: Florida 511; Fuel: GasBuddy; Power: FPL. FEMA App.</p>

**Emergency Reporting: Call 9-1-1**

PERSONALIZED LIST OF ADDITIONAL ITEMS TO DO/TAKE/KNOW	

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<b>When a Tropical Storm / Hurricane is Predicted to Impact the Miami Area...</b>		
<b>#</b>	<b>Done By</b>	<b>TASK</b>
<b>NOTE</b>		<ul style="list-style-type: none"> <li>• When a tropical storm or hurricane threatens the MiamiDade county area, and is &lt;5 days out, the base will declare HURCON 5.</li> <li>• To check Hurricane Conditions (HURCON) and the status of on-base functions, use the following resources               <ul style="list-style-type: none"> <li>• USSOUTHCOM Public-facing website: &lt; <a href="https://www.southcom.mil/">https://www.southcom.mil/</a>&gt;</li> </ul> </li> </ul>
<b>HURCON 5</b>		
Meaning: Storm Force winds – impacting Miami/Homestead – are possible within 5 days (120 hours)		
<b>1</b>	Soonest	Monitor the NOAA National Hurricane Center (NHC) or your Emergency Mgmt. Representatives (EMR) for storm updates and predictions ( <a href="http://www.nhc.noaa.gov">www.nhc.noaa.gov</a> ). Be cautious of who is giving you advice. (!) <i>Once Florida is in the 'Cone of Uncertainty', pre-storm actions begin</i>
<b>2*</b>	Ongoing	<b>Confirm/Verify contact data and personal profiles, passwords.</b> – AtHoc, SCEMS, etc.
<b>3*</b>	Soonest	Ensure that you have the latest recall roster, Emergency Information Card, and other critical contact data.
<b>4*</b>	As Req'd	Watch for USSOUTHCOM advisories. The Command Group provides instructions/guidance via E-mail and to your chain of command as plans are executed (i.e., COOP, Hurricane Prep & Response).
<b>5</b>	A -110	<b>REVIEW THE PLAN.</b> Refresh the family on what needs to be done, and when it should happen.
<b>6</b>	A -108	<b>INVENTORY THE KIT.</b> Make sure your emergency and/or disaster kit(s) are still ready to use. Check the last-pack list, and make required purchases at the soonest chance. Don't procrastinate – shelves are emptying...
<b>7*</b>	A -100	Review storm damage mitigation and pre-evacuation tasks for your office and organization.
<b>8*</b>	A -100	Confirm personal data is accurate in MilConnect, ALERT!, SCEMS.
<b>9*</b>	A -98	[COOP, deployable CAT members] Be prepared for team recall/activation and deployment. Inventory / Pack / Prepare personal bags for potential short-notice team activation and mobilization.
<b>10*</b>	A -98	[Special Teams] Verify contact information shown on the team roster. Advise your EMR or team lead of updates.
<b>11*</b>	A -98	Print your organization's recall roster. Ensure you have the command's Emergency Information Card, also.
<b>12*</b>	As Req'd	Review and updated SCEMS and ALERT! as directed.
<b>13</b>	A -97	Verify that all family members have copies of important contacts from the Communications Plan.
<b>14</b>	A -97	Make sure family members know what the storm predictions are, and what to do as it moves closer to Florida.
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<b>HURCON 4</b>		
Storm Force winds – impacting MiamiDade county – are possible within 4 days (96-73 hours)		
#	Done By	TASK
1*	A -96	Review Special Team checklist(s) and position-centric responsibilities.
2*	A -96	[Special Teams] Be prepared for a team activation/recall and pre-storm duties.
3	A -92	Assess and consider securing unnecessary outdoor items around your property (toys, lawn furniture, etc.).
4*	A -90	[Special Teams] Prepare personal bag. Find packing lists on respective teams’ SIPR portal page or w/team leads.
5	A -73	Contact planned evacuation locations. Confirm intended destination – primary and alternate(s) – availability, if directed to evacuate.
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10		

<b>HURCON 3</b>		
Storm Force winds – impacting MiamiDade county – are possible within 3 days (72-49 hours)		
#	Done By	TASK
1*	A -70	Begin to prepare your desk/work area.
2*	As Req’d	[If directed] Secure remaining IT hardware and depart the base, according to Command Group direction.
<b>NOTE</b> Evacuations that are issued by the county must be followed, no matter what is ordered by the base or USSOUTHCOM.		
3*	A -49	Review checklists. Prepare technical references, SOPs, and special tools, etc., if required.
4	A -49	<p><b>If evacuating your home,</b></p> <p>{pets &amp; people}, cash, and irreplaceable items for loading/packing.</p> <p>    ] Find out what neighbors may be staying behind. Exchange contact information.</p> <p>    ] Forward landline phones (at the house) to your cell phone.</p>
5		
6		
7		
8		
9		
10		

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USAG Miami Emergency Mgmt. (EM) Checklist <sup>(2019)</sup>

**Individual Hurricane Preparedness & Response Actions**

<b>HURCON 2 - 1</b>		
Storm Force winds – impacting MiamiDade county – are possible within 2 days or less (48 - 0 hours)		
<b>NOTE</b> If evacuating inland (e.g., a friend/family home or shelter), consider how to secure essential equipment and supplies where they are accessed easily.		
#	Done By	TASK
<b>1</b>	A -47	Find out which neighbors are staying to ride-out the storm, if anyone, and their contact information. Consider partnering for neighborhood security and monitoring ( <a href="http://www.nnw.org">www.nnw.org</a> ).
<b>2</b>	A -36	Fill and freeze food storage containers with drinking water. Containers should be sized for use in the refrigerator. Consider thicker water bottles or those used for soft drinks. Don't tighten the cap while freezing.
<b>3</b>	A-24	[Portable Generator] Position and secure it in a safe location (e.g., chain and lock to an immovable object), outdoors in a well-ventilated location – ensure exhaust will not blow into the house.
<b>4</b>	A -24	Charge all battery-powered devices before possible power outages. If not necessary, power-off items to preserve the charge. Use plastic bags, if there is a chance of exposure to moisture.
<b>5</b>	A -24	Designate the ride-out location in the home, if not evacuating.
<b>6</b>	A -24	Position and secure filled fuel containers outdoors, in an area safe from flying debris.
<b>7</b>	A -6	If riding-out the storm (in its predicted path), perform the following actions:
<b>8</b>	A -6	Bathe and perform hygiene routines in case of a water outage.
<b>9</b>	A -4	Fill buckets, bathtub, etc. with water. This may be used for hygiene, flushing toilets, etc., later.
<b>10</b>	A -1	Put frozen water containers on the top shelf of refrigerators. If power fails, ice will keep things cool, longer.
<b>11</b>		
<b>12</b>		
<b>13</b>		
<b>14</b>		
<b>15</b>		
<b>16</b>		
<b>17</b>		
<b>18</b>		
<b>19</b>		
<b>20</b>		

<b>Storm Passage (if in the storm's path)</b>		
<b>NOTE</b> If you do not evacuate to another location – away from the base and your home – protect yourself until dangerous conditions pass.		
#	Done By	TASK
<b>1</b>		Stay calm. DON'T panic. Use card/board games to pass the time. Sleep when tired.
<b>2</b>		Keep everyone together in the group. Stay away from windows and exterior walls.
<b>3</b>		Stay indoors until dangerous conditions pass. Avoid the desire to perform repairs or mitigations until the storm has passed.
<b>WARNING</b>		
▼DO NOT use generators or charcoal or gas/propane grills indoors. ▼ ▼Be wary of the eye of the storm – winds will subside quickly, but will be in the other direction when the eye passes. ▼		

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USAG Miami Emergency Mgmt. (EM) Checklist <sup>(2019)</sup>

**Individual Hurricane Preparedness & Response Actions**

**RECOVERY**

Meaning: Storm Force winds have passed.

<p>♦ Hazards may exist from flooding, debris, hazardous materials, etc.                  ♦ Animals may have been displaced from wildlands, swamps, etc. Watch for and avoid snakes, alligators, etc.                  ♦ DO NOT return to the base until authorized. Impacted areas may be restricted by civil authorities.</p>	
#	TASK
<b>1</b>	<b>Check Status of Others.</b> Perform 1 <sup>st</sup> Aid. Move safer room/area, if necessary, or begin evacuation.
<b>2</b>	<b>If You Relocate / Move.</b> Post a sign on your door stating where you moved to. Use your Communications Plan to contact people that need/want to know where you went.
<b>3</b>	<b>Be Wary of hazards.</b> Avoid travel through storm-impacted areas, potential or current flood areas.
<b>4</b>	[ <b>Power Outage</b> ] Should you lose electrical power, consider the following. ] Limit time that refrigerators and freezers are opened. ] Conserve battery-operated devices. Charging and replacing batteries may not be an option for days or longer. ] Use candles, oil lamps, fuel-burning heaters, etc. with caution. Be wary of <i>fire and carbon monoxide hazards</i> . ] Use power generators – only outdoors. Conserve the running times, focusing on charging devices and keeping foods cool.
<b>5</b>	Continue <b>accountability reporting</b> [as directed] or call your supervisor, as directed. Update evacuation information as changes occur.
<b>6</b>	Let your out-of-town contact know you are safe. Text messages are easiest, fastest, and save battery power.
<b>HINTs</b> -- <b>TIPS</b>	1. Send text messages to save cell service and to keep from getting cut off. If calling, make the call short with specific facts. 2. Conserve cell phone batteries. Power-off the phone to save the battery; turn it on only occasionally to check formessages. 3. Dim the brightness of the screen and avoid running apps that can drain the battery.
<b>7</b>	<b>Monitor region, community, base status.</b> Check reentry and advisories (weather, roadways, etc.) and instructions.
<b>8</b>	<b>If you sheltered in the storm’s path</b> , where damages are likely: • Stay indoors / in your shelter location until all storm dangers pass. • Avoid exposure to winds, standing waters, and hazards outdoors, if possible. Your safety is paramount! • Avoid movement outdoors, if storm damages are suspected until daylight.
<b>9</b>	<b>When permitted to return</b> to your home/community, ensure you have personal identification and proof of residence (bill w/your address). Traffic control points (road blocks) may screen vehicles to limit access to residents only.
<b>10</b>	<b>If power fails</b> , DO NOT make repairs beyond your training. ♦ Look to see if the power is out for the neighborhood or just your house. Check circuit breakers – reset if possible. ♦ Assume that live power lines are a hazard outdoors, until proven otherwise.
<b>11</b>	Be cautious about using tap water. Be prepared to boil or sterilize water before consuming. Use bottled or pre-storm tap water until you are sure the water is safe to drink.
<b>12</b>	<b>Perform damage assessments.</b> • Wait until daylight to assess damages, or use adequate portable lights and spotters. Watch for downed power lines, tripping hazards (debris and holes), contamination (chemicals), etc. • Assess connectivity (cellular service, Internet) and utilities (power, water, sewage). • Check on your neighbors. Find out who is around you and what can be done to help each other to recover – team work!
<b>13</b>	<b>Photograph Everything.</b> Take pictures or video of the home (inside and out), vehicles, and property. These will be critical for insurance claims.
<b>14*</b>	<b>Check daily HQ / Base status updates.</b> • <b>SOUTHCOM:</b> < <a href="https://www.southcom.mil/">https://www.southcom.mil/</a> > • Supervisor / Chain of command contacts per your Recall Roster (Communications Plan).
<b>15</b>	<b>Before returning home</b> from out of the area. • Make sure someone knows when you leave and your intended routes. Stay in-contact with those tracking your travel. • Avoid driving through standing or moving waters. Washouts, sink holes, etc. can disable your vehicle. • Have critical identity paperwork available for road blocks/check points. Proof of residency may be required for reentry.
<b>16</b>	<b>Ask for Help.</b> Prioritize tasks to make your home and neighborhood safe. Form teams – to tackle the jobs by critical needs. • Make a list of required work and thing that need attention. • Don’t forget younger family members. When everyone is engaged, emotional recovery begins.
<b>17</b>	<b>Reset and reevaluate your Emergency and Disaster Kits.</b> • What worked? What didn’t? What isn’t needed? What should be added? • Where should / will it be stored?



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USAG Miami Emergency Mgmt. (EM) Checklist <sup>(2020)</sup>

**Communication and Action Plan Summary**

**Evacuation Contacts and Emergency Meeting place locations**

Neighborhood _____
Outside the community _____
Out-of-State _____
Out-of-State _____

In case of emergency (ICE) contact: \_\_\_\_\_

List of Family members with phone, email, important medical or other information

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

School address, number, Website, pickup plan

\_\_\_\_\_

\_\_\_\_\_

If departing area: How getting there, address, estimated arrival, who will you notify on arrival

\_\_\_\_\_

Important Names and Numbers:

Doctor: \_\_\_\_\_ Phone \_\_\_\_\_

Medical Insurance \_\_\_\_\_ Policy# \_\_\_\_\_

Homeowners Insurance \_\_\_\_\_ Policy# \_\_\_\_\_

Flood Insurance \_\_\_\_\_

Electric Company \_\_\_\_\_

Gas Company \_\_\_\_\_

Water Company \_\_\_\_\_

Supervisor Name and Phone \_\_\_\_\_

**Emergency Reporting: Call 9-1-1**

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**USAG Miami Emergency Mgmt. (EM) Checklist (2020)**

**Communication and Action Plan Summary**

<b>MIAMI-DADE COUNTY</b> <b>Miami Dade Emergency Management</b> Website: <a href="http://www.miamidade.gov/fire/emergency-management.asp">http://www.miamidade.gov/fire/emergency-management.asp</a> <b>Storm Surge Zone Mapping:</b> plug in your address and it will map it in relationship to storm surge map in Miami-Dade County. <a href="http://mdc.maps.arcgis.com/apps/webappviewer/index.html?id=4919c85a439f40c68d7b3c81c3f44b58">http://mdc.maps.arcgis.com/apps/webappviewer/index.html?id=4919c85a439f40c68d7b3c81c3f44b58</a> Gas stations and stores with generators <a href="http://www.miamidade.gov/fire/consumer-survival-kit.asp">http://www.miamidade.gov/fire/consumer-survival-kit.asp</a> Information on personal preparedness and preparation from kits to plans to alert registration; home preparation and tree trimming; shelter and evacuation assistance; what MAY be open after the storm because they have power generators.
<b>BROWARD COUNTY</b> <b>Broward County Emergency Management</b> Website: <a href="http://www.broward.org/Hurricane/Pages/Default.aspx">http://www.broward.org/Hurricane/Pages/Default.aspx</a> <b>Evacuation Map and storm surge zones:</b> <a href="http://www.broward.org/Hurricane/Pages/EvacuationRoutes.aspx">http://www.broward.org/Hurricane/Pages/EvacuationRoutes.aspx</a> Information on personal preparedness from kits to plans to alert registration; shelters, evacuation routes. A-Z listing.
<b>MONROE COUNTY</b> <b>Monroe County Emergency Management</b> Website: <a href="http://www.monroecountyem.com">http://www.monroecountyem.com</a> <b>Storm Ready Emergency Hotline:</b> EMERGENCY HOTLINE 1-800-955-5504 <b>Other Emergency Management Resources:</b> <a href="http://www.readysouthflorida.org">http://www.readysouthflorida.org</a> ; <a href="https://floridadisaster.org">https://floridadisaster.org</a> ; <a href="https://www.ready.gov">https://www.ready.gov</a> Multiple links and app links for staying informed: <a href="http://readysouthflorida.org/stayinformed/">http://readysouthflorida.org/stayinformed/</a> Radio station finder: <a href="https://radio-locator.com/cgi-bin/locate?select=city&amp;city=miami&amp;state=FL&amp;x=12&amp;y=7">https://radio-locator.com/cgi-bin/locate?select=city&amp;city=miami&amp;state=FL&amp;x=12&amp;y=7</a> <b>USAG Miami Emergency Mgr:</b> Office 305-437-2570 <b>USAG-Miami EOC (when activated) 305-437-2688/2689</b> Website: <a href="http://www.southcom.mil/USAG-Miami/">http://www.southcom.mil/USAG-Miami/</a> To update DEERS and GAL: <a href="https://milconnect.dmdc.osd.mil/milconnect/">https://milconnect.dmdc.osd.mil/milconnect/</a> To update ALERT! <a href="https://alert.csd.disa.mil/SelfServiceDOD">https://alert.csd.disa.mil/SelfServiceDOD</a> <b>ARMY ADPAAS:</b> <a href="https://adpaas.army.mil/cas/login?nopublic=true&amp;dontknowlogin&amp;desktopview">https://adpaas.army.mil/cas/login?nopublic=true&amp;dontknowlogin&amp;desktopview</a> <b>Apps of interest:</b> Weather and Radar: MyRadar, Weather from NOAA, MaxTracker (local10News), ReadyMDC (Miami-Dade EM App); First Aid (Red Cross or others); Roads: Florida 511; Fuel: GasBuddy; Power: FPL. FEMA App.

**Emergency Reporting: Call 9-1-1**

<b>PERSONALIZED LIST OF ADDITIONAL ITEMS TO DO/TAKE/KNOW</b>	