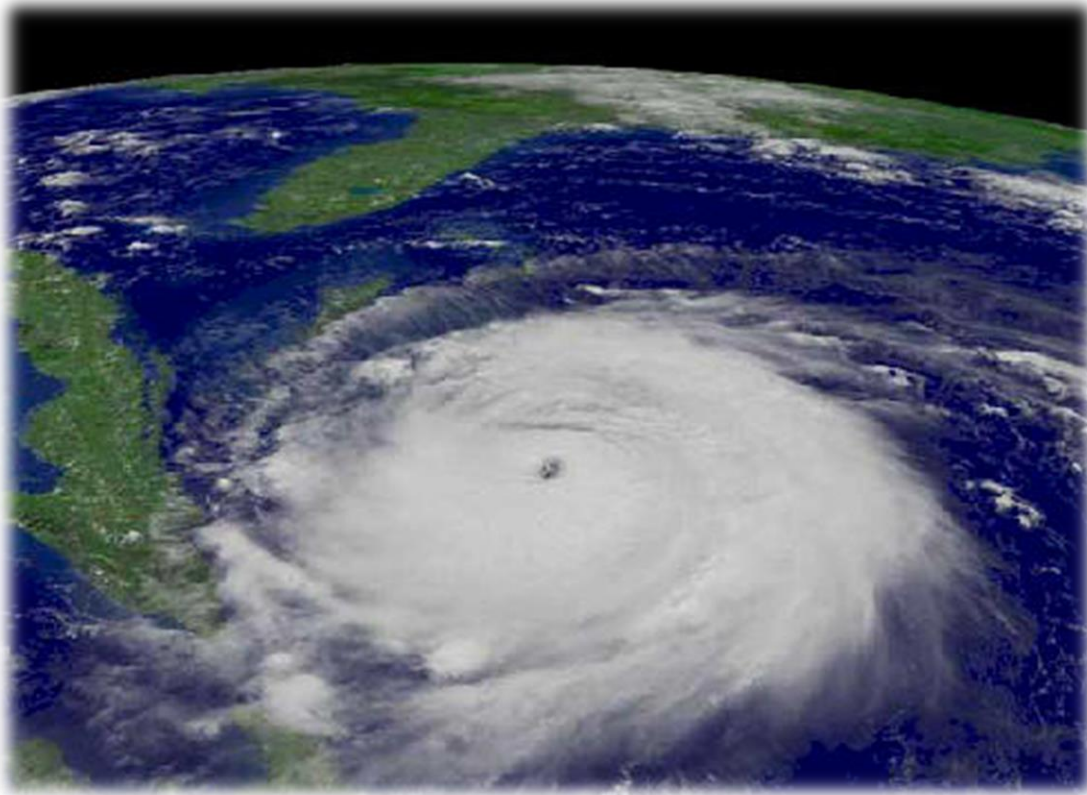


**National Park Service**  
**Assateague Island National Seashore**  
**2019 Hurricane and Coastal Storm Plan**



Updated & Reviewed by:

Date: 6/4/19

A handwritten signature in black ink, reading "E. Walter West".

E. Walter West  
Incident Commander

Updated & Reviewed by:

Date: 6/10/19

A handwritten signature in black ink, reading "Deborah A. Darden".

Deborah A. Darden  
Superintendent

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## **EXTENDED RANGE FORECAST OF ATLANTIC SEASONAL HURRICANE ACTIVITY AND LANDFALL STRIKE PROBABILITY FOR 2019 (CSU Tropical Meteorology Project)**

We have increased our forecast slightly and now believe that 2019 will have approximately average activity. There remains considerable uncertainty as to whether El Niño conditions will persist through the Atlantic hurricane season. The tropical Atlantic has warmed slightly faster than normal over the past few weeks and now has near average sea surface temperatures. We anticipate a near-average probability for major hurricanes making landfall along the United States coastline and in the Caribbean. (as of 4 June 2019)

**The forecast has called for:**

- **A 70% likelihood of 9 – 13 named storms**
- **6 of which could become hurricanes.**
- **2 of which would become major hurricanes.**

**As is the case with all hurricane seasons, coastal residents are reminded that it only takes one hurricane making landfall to make it an active season for them. They should prepare the same for every season, regardless of how much activity is predicted.**

This forecast as well as past forecasts and verifications are available via the World Wide Web at <http://hurricane.atmos.colostate.edu/Forecasts>.

### **I. INTRODUCTION AND MISSION**

It is inevitable that Assateague Island National Seashore will experience a hurricane or a severe coastal storm. **The six-month period from June 1 to November 30 is considered the Atlantic hurricane season, with the highest activity period in August, September and October.** Severe Coastal Storms often happen during the winter months. The Hurricane and Coastal Storm Plan for Assateague Island National Seashore is an action plan designed to protect human life and property at the same time attempting minimal disruption of visitor access to the island.

The following plan will serve as the operating procedure for storm preparations. Each storm must be evaluated based upon the following:

- Projected path of storm
- Strength of storm
- Location of storm
- Landfall location of storm
- Projected time before impacting park resources
- Duration of storm
- Tide cycles
- Combination with other weather related events

Most of the storms, especially hurricanes and tropical storms, are very unpredictable and conditions related to such storms can change rapidly. The park will track each storm during the hurricane season to determine its potential to impact the park. The task of preparing a plan for the protection of the staff, visitors, and resources of Assateague Island National Seashore is not one to be taken lightly. It is only

through adequate pre-planning, continual awareness, and commitment to preparation that this plan can truly succeed.

Hurricanes have taught hard lessons to several national park areas and the communities that surround these parks. One of the main lessons was that, even if it only occurs once in 100 years, we must always be vigilant and prepared.

An understanding of sea level rise and new science that brings a greater understanding of and predictability about storm surges is crucial to this plan. The park will use storm surge predictions to inform its actions before and during a storm.

**Park personnel must be flexible and ready to handle situations that are not specifically addressed in this procedure or the specific Incident Action Plan (IAP).** It is difficult or impossible to plan for all possible scenarios that might develop during a hurricane or major storm emergency. Prior to the annual hurricane season, this procedure will be reviewed by the Chief Ranger to ensure it is kept up to date. The Chief Ranger, or designate, will oversee the review and updating of the previous year's coastal storm plan.

## **II. HURRICANE PLAN DISTRIBUTION LIST**

### **Distribution as follows:**

1. Copy to all NPS Supervisors
2. Copy to each NPS housing unit
3. Copy to Main Park Files
4. Chincoteague National Wildlife Refuge
5. Assateague State Park
6. Worcester County Emergency Dispatch Center
7. Worcester County Sheriff's Department
8. Ocean City Emergency Management Office
9. Town of Chincoteague & Chincoteague Emergency Operations Coordinators
10. Accomack County Office of Emergency Services
11. U.S. Coast Guard Group Eastern Shore, Chincoteague VA
12. Ocean City Volunteer Fire Department
13. Berlin Fire Company
14. Maryland Natural Resource Police – Ocean City
15. Harper's Ferry Center EICC
16. National Park Service, NERO, Regional Chief Ranger
17. Copy to ASIS Shared Drive, H:Shared/Hurricane Plans

**Definitions:**

1. A **Tropical Disturbance** is an organized storm originating in the tropics or subtropics, which maintains its organization for 24 hours. This plan does not call for closures or evacuations in the event of a tropical disturbance.
2. A Tropical **Depression** is a cyclonic tropical storm with sustained winds less than 39 mph.
3. A **Tropical Storm** is a cyclonic tropical storm with sustained winds between 39 and 73 mph.
4. A **Hurricane** is a cyclonic tropical storm with sustained winds of 74 mph or greater.
5. **Condition 4** is a National Weather Service category indicating Hurricane Season.
6. **Condition 3** is a National Weather Service category indicating a Hurricane Watch has been issued.
7. **Condition 2** is a National Weather Service category indicating a Hurricane Warning has been issued.
8. **Condition 1** is a National Weather Service category indicating that hurricane force winds are occurring.
9. **Category 1 Hurricane** has sustained winds of 74 to 95 mph.
10. **Category 2 Hurricane** has sustained winds of 96 to 110 mph.
11. **Category 3 Hurricane** has sustained winds of 111 to 130 mph.
12. **Category 4 Hurricane** has sustained winds of 131 to 155 mph.
13. **Category 5 Hurricane** has sustained winds greater than 155 mph.

**Pre-Hurricane Season (June 1)**

The Chief Ranger or designee will be responsible for advising the Park Superintendent and division chiefs of the current status of any hurricanes and/or storms.

The Incident Commander selects members of the Incident Management Team and notifies the park staff of who will fill these positions via a memorandum. The Incident Commander will schedule an Incident Management Team meeting to review the roles and responsibilities.

The Plans Section staff will review, revise and update preplanned ICS 204 forms as needed.

Information Technology will ensure that one laptop computer is available to the IMT for use during incidents. ICOST computer program will be downloaded onto this computer.

An all-employees meeting will be scheduled emphasizing hurricane preparedness.

It is recommended that all permanent employees take the on-line IS-100b training (Basic Incident Command System <http://emilms.fema.gov/IS100b/index.htm>).

An offsite stand-by, post-storm Incident Command Post will be designated.

THE OPERATIONS DIVISION (Not the entire incident) MAY UTILIZE THE TASK LISTS IN APPENDIX K FOR OPERATIONAL PERIODS AS FAR OUT AS 5 DAYS BEFORE STORM ARRIVAL. *This is to allow sufficient time for employees to ready their homes and other personal property, and to assist those work sites that always need additional staffing and time to complete their preparations.*

**These actions are separate from the incident actions which are described below. There will, however, be overlap and sometimes replacement of preparation timeframes when the storm dictates it.**

### III. DESCRIPTION OF CONDITIONS

#### **CONDITION 4: ATLANTIC HURRICANE SEASON – June 1 – November 30 each calendar year**

1. The Chief Ranger's Office will monitor NOAA weather forecasts for any developing severe storm systems which have the potential to adversely affect Assateague Island.
2. The Chief Ranger or designee will distribute the daily hurricane advisory of any storm that threatens the East Coast, and projected path maps to all employees via e-mail.
3. Division Chiefs to ensure all personnel are familiar with the hurricane plan. Division Chiefs ensure all assigned equipment is checked and kept in state of readiness.

#### **PRE-CONDITION 3: ALERT – National Weather Service Forecasts a Significant Storm Event**

1. Based upon the type of storm anticipated to impact the park, the Superintendent will determine the need for an Incident Command Team. If the Superintendent decides a team is needed, she/he will designate an Incident Commander and delegate authority to manage. Factors to be considered include class rating of the storm, time of year, visitation levels, and level of services.
2. The park's hurricane plan will be implemented under the Incident Command System (ICS). Once the Superintendent has initiated the hurricane plan, all normal Park and ASIS operations will cease and/or be reduced in order to provide adequate time for the park's and ASIS employees to implement all of the actions required in this plan. All employees will come under the direction of the Incident Commander (IC).

#### **PRE-CONDITION 3: ALERT – Storm Force Winds Could Occur Within 96 Hours (4 days)**

1. Visitors are kept informed of weather conditions, park conditions, park status, and recommended actions.
2. Park enters ICS mode, if the superintendent determines ICS is warranted. All employees assigned to the incident will be operating within the ICS system. Employees will be notified of their positions within the ICS Command & General Staff. Incident Commander appoints staff member to represent NPS at Worcester County Emergency Management Center and Virginia representative to coordinate with U.S. Fish and Wildlife Service and the town of Chincoteague.
3. Begin all preparations to close the park facilities and systems.
4. Annual leave and other non-emergency requests can be cancelled.

#### **CONDITION 3: HURRICANE WATCH: Possible Hurricane Force Winds Within 72 Hours (3 days)**

1. All on-duty NPS personnel will report to their respective divisions for instructions.
2. All off-duty NPS personnel will telephone their respective supervisors to ascertain if their presence is required in the park.
3. At this time a determination by Park Management and Visitor Protection staff will be made as to the evacuation of visitors from the island and the implementation of any necessary closures.

4. If ICS is designated, operational periods may go to 0700 to 1900 and 1900 to 0700 daily. ICS planning meetings at 0800 and 1600 daily.
5. Prepare all park buildings for evacuation. Backup computer files and secure sensitive equipment.
6. Notify reservation system to stop taking campground reservations. Close all campgrounds. Advise campers of nearby camping facilities or evacuation shelters.

## **CONDITION 2: HURRICANE WARNING: 48 Hours until Hurricane Force Winds (2 days)**

**\*\*The transition from Condition 3 to Condition 2 may occur suddenly, and employees should be alert and ready to take immediate emergency measures.\*\***

1. Assateague Island National Seashore personnel will be allowed to return to their residences on a rotating basis to assist their families with preparations and if necessary, with evacuation from affected areas.
2. Confirm the files and sensitive equipment are secured. Secure all critical computer files.
3. Confirm location of offsite ICS command center, if ICS selected. Notify EICC and NERO.
4. Instruct all visitors to evacuate the island. Close all access roads. Coordinate with Assateague State Park and Maryland State Highways with placement of barricades to block entrance to southern end of the island.
5. Release all non-emergency employees when within 12 hours of hurricane force winds.
6. All non-emergency Assateague Island National Seashore personnel and their families should now be at designated storm shelters or other evacuation areas and should not return to the park until properly notified of safe conditions.
7. Emergency NPS personnel will remain in the park until it is no longer safe to stay in the area. At that time, those personnel will evacuate to the designated storm shelters.
8. Place NPS Incident Management Team (Type I) on stand-by.

## **CONDITION 1: LANDFALL – Hurricane Force Winds Occurring**

1. All non-emergency Assateague Island National Seashore personnel and their families should now be at designated storm shelters or other evacuation areas and should not return to the park until properly notified of safe conditions.
2. Emergency NPS personnel will remain in the park until it is no longer safe to stay in the area. At that time, those personnel will evacuate to designated storm shelters.

## **Release of Personnel**

The Incident Commander, after consultation with the Superintendent, will implement release of personnel. Personnel should assist with other divisions once their responsibility is completed. Except for emergency services personnel, all employees will be placed on Administrative Leave after they have been released by the Incident Commander/Branch Director. Employees may not leave until they have been released by the Incident Commander/Branch Director. The Incident Commander, Branch Director and Group Supervisors should communicate by telephone or radio at least every 4-6 hours after being released. The intent of this plan is to have all necessary duties completed prior to the coast being placed under a Hurricane Warning, so that employees have adequate time to prepare their own residences for the potential storm. Emergency services and command and general staff ICS personnel will be allowed time off to take care of their families and residences on a staggered basis, in order to provide protection to the public and resources.

If a Hurricane Warning is issued prior to completion of duties, the Incident Commander will decide what additional duties need to be accomplished prior to releasing personnel. Every effort will be made to

release all but emergency personnel when the arrival of hurricane-force winds is expected within 12 hours.

### **Recovery**

During the recovery phase, every effort will be made to safely re-enter the park once weather conditions permit. The saving/protection of human life and protection of government property will be the primary aim for this effort. The Incident Commander and Operations Section Chief will coordinate an assessment of park facilities, infrastructure and visitor use areas as soon as possible, and make a determination on the continued closure of those facilities and areas.

### **Regional Office Notification**

The Ranger Activities Office in NERO will be notified as soon as a preliminary damage assessment is conducted. If possible, a determination will be made regarding the request of regional assistance, and at what level.

If many or most seashore employees have been significantly impacted by the storm, serious consideration should be given to requesting a regional or national all-risk management team.

### **Repairs**

Salvage, rehabilitation and repair will be initiated as soon as practicable after the storm. Extra resources and personnel may be needed for this effort, and should be part of a regional request.

### **ABSOLUTELY NO PARK EMPLOYEES SHOULD RETURN TO THE PARK UNTIL INSTRUCTED TO DO SO.**

If the emergency call-in system is activated as part of storm preparations all Assateague Island National Seashore personnel should contact the EICC (Emergency Incident Coordination Center) at the Harper's Ferry Center, West Virginia for further instructions at 1-888-246-4335 or 304-535-4040. If the EICC call-in was not activated, all employees should contact their respective supervisors for instructions. If contact with supervisors or the park is not possible due to damaged communication lines, personnel will contact the 1-888-246-4335 or 304-535-4040 at the EICC at Harper's Ferry Center, West Virginia for further instructions. An updated employee listing will be faxed to the EICC by June 1<sup>st</sup>. Contact information for Harper's Ferry EICC to access the most up to date personnel listing can be acquired by contacting the Human Resource Office at Shenandoah, Lynda Spade at 540-999-3500, ext. 3478. The list may be accessed electronically in FPPS MIRS: WALPRST.

Personnel should not attempt to re-enter the area until it is safe to do so. Harper's Ferry EICC will provide contact information and directions.

When contacting the park or EICC, each employee should give their name, status (including location), any injuries they or family members have sustained, severity of property damage, any immediate needs (shelter, temporary roofing material, drinking water, food, etc.) and a way to contact them, if possible (such as phone number).

## **IV. LEGAL AUTHORITIES**

- A. Civil Defense Act of 1950 (64 Statute 1245)
- B. 16 USC 12 & 17 - Secretary of Interior authorized the assistance to Park Visitors
- C. 16 USC 3 – Secretary of Interior authority to establish rules and regulations for management of parks
- D. 36 CFR 1.5 – Closures and Public Use Limits

- E. 28 USC 1346 & 2672 – Federal Tort Claims Act
- F. NPS Management Policy, Chapter VII, Section 24

## V. SITUATION

- A. Assateague Island National Seashore is vulnerable to hurricanes that may result in loss of life, property damage, and major alterations to park resources.
- B. Protection of the visitor, NPS personnel, and park resources are prime responsibilities.
- C. Assateague Island National Seashore is a 37-mile long barrier island located along the Atlantic coast of Maryland and Virginia. The seashore was established according to a management agreement that included a National Park Service area, a Maryland State Park area, and a National Wildlife Refuge. The National Park Service area is operated under concurrent jurisdiction. Access to the seashore is by boat, Maryland Highway 611, and Virginia State Highway 175. The National Park Service will be the lead agency in carrying out the contents of this plan; however, it is very possible that the nature and scope of the emergency may involve a multi-agency response.
- D. Assateague Island National Seashore Hurricane Response Plan is designed to manage a storm event using the Incident Command System (ICS). The Superintendent may delegate specific authority to an Incident Commander to resolve and manage hurricane preparations consistent with the overall agency goals.
- E. Assateague Island National Seashore, Chincoteague National Wildlife Refuge, and Assateague State Park are individually responsible for assuring coordinated operations and utilizing all available resources to handle the emergency within their respective jurisdictions prior to requesting outside assistance.
- F. When Assateague Island National Seashore is evacuated, seashore visitors will be directed to evacuation routes and or established storm shelters. Brochures providing directions and a map will be distributed.
- G. Hurricanes can cause severe flooding, wind damage, and extensive beach erosion. Heavy surf and high tides will breach dunes, and inlets may be cut by flood tides trapped in bay areas. Developed areas may be severely damaged or destroyed, roads washed out, and utilities damaged.
- H. A level of frustration may occur as numerous "false" alarms are sounded because of a storm's unusual or erratic path. However the prudent course of action is to err on the side of caution.

## VI. CHAIN OF COMMAND

- A. The Incident Commander reports to the park superintendent.
- B. Section Chiefs report directly to the Incident Commander.
- C. The Public Information Officer and Safety Officer report directly to the Incident Commander.

### **2019 Hurricane Season Command Staff:**

|                               |                                         |
|-------------------------------|-----------------------------------------|
| Incident Commander            | Walt West                               |
| Deputy IC/Liaison Officer     | Dana Condron                            |
| Virginia Liaison              | Mark Fye                                |
| Information Officer (PIO)     | Liz Davis                               |
| Assistant Information Officer | Kelly Taylor (MD) / Gretchen Knapp (VA) |
| Safety Officer                | Jonathan Chase (MD), Jeff Clark (VA)    |
| Assistant Safety Officer      | Ryan McKelvey                           |

**2019 Hurricane Season General Staff:**

|                                      |                            |
|--------------------------------------|----------------------------|
| Operations Section Chief             | Eric Sherry                |
| -MD Branch Asst. Ops Sect. Chiefs    | Bill Ramsey, Shawn Brown   |
| -VA Branch Asst. Ops. Sect. Chiefs   | Chris Fitzgerald           |
| -Plans Sections Chief                | Bill Hulslander            |
| -Assistant Plans Section Chief       | Neil Winn                  |
| Resource Advisor                     | Jack Kumer/ Allison Turner |
| Logistics Section Chief              | Brian Sturgis              |
| Assistant Logistics Section Chief    | Jeanne Feltes              |
| Finance/Administration Section Chief | Angie Alvino               |
| Assistant Admin Section Chief        | Tami Pearl                 |

For the duration of the incident, the Superintendent delegates day-to-day operational management to the Incident Commander. The Incident Commander supervises all employees of the incident, regardless of normal division assignment. Where necessary, Team Leaders shall be responsible for the supervision of specific tasks. During the incident, all employees receive their supervision and direction from the Section Chief, Group Supervisor or Team Leader they are assigned to, regardless of normal division assignment.

The Superintendent will provide the Incident Commander with a written Delegation of Authority, which shall grant specific supervisory authority, overtime approval authority, and equipment use authority. The final responsibility for the resolution of the incident remains with the park superintendent. The authorities granted remain with the Incident Commander until such time as the incident is terminated, or a relief shift Incident Commander is appointed.

**General Duties of the Incident Commander**

1. Review and understand the plan and be prepared to implement it.
2. Remain current on tropical weather systems which may impact the park.
3. Maintain communications with the Superintendent, Group Supervisors, outside groups, including Commercial Use Licenses, local law enforcement, local emergency management organizations, and the news media.
4. Direct and supervise all operations until the emergency condition is lifted by the Superintendent.

**General duties of the Deputy:**

1. Review and understand the plan and be prepared to implement it.
2. Remain current on tropical weather systems which may impact the seashore.
3. Maintain communications with the I.C./Branch Director, providing assistance and advice.
4. Be prepared to assume the duties of the I.C./Branch Director, as needed.
5. Leads the Coordination of liaisons and ICS implementation with Virginia, State Park and stakeholders (communities, etc). Leads the coordination with all emergency services cooperators.

**General Duties of the Group Supervisors:**

1. Review and understand the hurricane plan.
2. Develop detailed checklists for respective areas of responsibility.
3. Make detailed checklists readily available for employees to review and reference when needed.
4. Conduct at least one briefing at the beginning of the Hurricane Season for the employees under his/her areas of responsibility.
5. Direct and supervise activities under his/her areas of responsibility during each Condition.
6. Maintain regular communications with the I.C./Branch Director, informing him/her of problems or completed assignments.

**Employee Response During Emergencies:**

Employees will be notified by their ICS Supervisor if they are required to come to the park to assist in emergency preparations. This requirement may be for all employees, unless specifically excused by the Incident Commander, whether the incident begins on an employee's normal work day or lieu day. Employees may utilize the park's call in number for weather emergencies to receive up to date information on employee response. Annual Leave may be cancelled and employees recalled to work if warranted and agreed to by the IC command staff with Superintendent concurrence.

Employees of the National Park Service are subject to this requirement (recall to work) in the event of an emergency. This plan provides notification to all Seashore employees of this requirement.

**Hurricane Evacuation of employees in government provided housing:**

Employees and their immediate families who occupy government quarters (including seasonal employees, volunteers, interns, and SCAs) who are instructed to evacuate will be notified of the available temporary quarters located at the designated stand-by Incident Command Post (ICP) in Salisbury, MD.

**Post Storm Objectives:**

1. Ensure employee safety.
2. Contact all park employees, volunteers, SCA's, etc. to determine needs and provide for basic survival needs of employees and families.
3. Rescue and protect storm victims in the Park.
4. Provide protection to NPS resources and minimize further damage to resources, facilities, equipment, and property.
5. Determine immediate need for expanded resources (employees from outside the districts or outside the park, equipment, survival needs, overhead team, etc.)
6. Assess damage to facilities and resources of the Park. Document damage with photographs, maps, and video.
7. Assess and document changes in the natural ecosystem to be used in resource protection and for appropriate rehabilitation planning. (Over-flights, video, still photography, GPS, etc)
8. Develop a more complete action plan based on needs determined through accomplishment of objectives listed above.

**VII. ICS Operational Objectives**

**THIS PLAN PORTION IS DESIGNED TO BE UTILIZED AS A CHECKLIST FOR DIVISION CHIEFS AND COMMAND STAFF POSITIONS UNDER ICS. NOTE IN PROVIDED SPACE THE DATE AND TIME EACH TASK IS ACCOMPLISHED AND ASSURE A COPY OF YOUR CHECKLIST IS SUBMITTED TO THE INCIDENT COMMANDER THROUGH YOUR CHAIN OF COMMAND AT THE END OF EACH OPERATIONAL PERIOD (SHIFT).**

#### **CONDITION 4: ATLANTIC HURRICANE SEASON – June 1- November 30**

Assateague Island National Seashore will be operated under Condition 4 from June 1st through November 30th of each calendar year. During this time, routine precautionary measures are in effect. All preparations for impending hurricanes should be completed. The following assigned responsibilities must be accomplished by June 1 or sooner as indicated:

##### **Superintendent and Division Chiefs:**

- \_\_\_\_\_ Reviews and updates plan as necessary. Provide updated material to the Chief Ranger for distribution to other divisions and cooperating agencies by June 1 of each calendar year.
- \_\_\_\_\_ Ensures that all new personnel and staff are familiar with the plan and they have an updated emergency notification form on file with their respective Division Chief.
- \_\_\_\_\_ Ensures that assigned emergency and non-emergency equipment is maintained and kept in a high state of readiness. Assures that quarterly back up to divisional computers is being accomplished.
- \_\_\_\_\_ Each division is responsible for establishing and updating lists of high value items for relocation (Appendix G). Relocation and preparedness checklists are to be completed and updated each year by June 1<sup>st</sup>. Each division will purchase and stage "Action Packers" as needed for rapid deployment. Maintenance will provide plastic and tape. The checklists will be maintained by each division as follows:
  - i. Administration: One checklist for division to include Superintendent's Office and Computer Specialist.
  - ii. Resource Management: One checklist for the division.
  - iii. Interpretation: One checklist each for Maryland and Toms Cove districts.
  - iv. Visitor Protection: One checklist each for Maryland and Virginia districts, one checklist for lifeguard operations, one checklist for fee collection, one checklist for Chief Ranger's office.
  - v. Maintenance: One checklist each for Maryland and Virginia districts. One checklist for Chief of Maintenance office.
- \_\_\_\_\_ Whenever a Hurricane (possible or formed) is being tracked, Superintendent or designee will start sending daily report updates to staff.

##### **Chief Ranger:**

- \_\_\_\_\_ Ensures that a member of the H.Q. staff is familiar with current methods and techniques for tracking hurricanes. Tracking information is to be provided to the Superintendent's Office and/or designated Incident Commander throughout the season.
- \_\_\_\_\_ Review with Protection Division personnel plans for evacuation of visitors from the island. This includes preparedness activities with other cooperating federal and state agencies.
- \_\_\_\_\_ Review and update division checklist of sensitive and high value items that must be protected by moving to a safe location. Ensures a preparedness checklist is updated and/or reviewed by June 1 of each year.
- \_\_\_\_\_ Evaluates equipment and supply needs. Purchase items as necessary.
- \_\_\_\_\_ Ensures that assigned emergency and non-emergency equipment is in working order.
- \_\_\_\_\_ Assure Hurricane cache is stocked and operational.

**Chief of Resource Management:**

- \_\_\_\_\_ Reviews plan and ensures personnel are familiar with the plan.
- \_\_\_\_\_ Evaluates equipment and supply needs. Purchase items as necessary.
- \_\_\_\_\_ Ensures assigned emergency equipment is in working order.
- \_\_\_\_\_ Reviews and updates division checklists of sensitive and high value items that must be protected by moving to a safe location. Ensures a preparedness checklist is updated and/or reviewed by June 1 of each year.

**Chief of Interpretation:**

- \_\_\_\_\_ Reviews plans and ensures personnel are familiar with the plan.
- \_\_\_\_\_ Evaluates equipment and supply needs. Purchase items as necessary.
- \_\_\_\_\_ Ensures assigned emergency equipment is in working order.
- \_\_\_\_\_ Reviews and updates division checklists of sensitive and high value items that must be protected by moving to a safe location. Ensures that a preparedness checklist is updated and/or reviewed by June 1 of each year.

**Chief of Maintenance:**

- \_\_\_\_\_ Reviews plan and ensures personnel are familiar with plan.
- \_\_\_\_\_ Ensures assigned emergency and non-emergency equipment is in working order (vehicles, radios, heavy equipment, etc).
- \_\_\_\_\_ Evaluates equipment and supply needs. Purchase items as necessary.
- \_\_\_\_\_ Reviews and updates division checklist of sensitive and high value items that must be protected by moving to a safe location. Ensures preparedness checklist is updated and/or reviewed by June1 of each year.
- \_\_\_\_\_ Conducts frequent checks of backup generators, including fuel levels, to ensure operation in the event of outside supplied power failure.
- \_\_\_\_\_ Ensures that at least 5 rolls of plastic, 2 boxes of large heavy duty trash bags and five (5) rolls of duct tape are in stock. Supplies are to be maintained in a secure location until distribution is necessary for administration office areas.

**Chief of Administration:**

- \_\_\_\_\_ Ensures assigned emergency and non-emergency equipment is in working order (vehicles, etc).
- \_\_\_\_\_ Evaluates division equipment and supply needs. Purchase items as necessary.
- \_\_\_\_\_ Reviews and updates division checklist of sensitive and high value items that must be protected by moving to safe location. Ensures preparedness checklist is updated/reviewed by June 1 of each calendar year.
- \_\_\_\_\_ Ensures the telephone communications system has been sufficiently backed-up so that system programming can be restored if lost.
- \_\_\_\_\_ Works closely with the Computer Specialist to establish timelines and procedures regarding the back-up and shut down of the LAN network. Ensures the Superintendent, Chief Ranger, and Division Chiefs are aware of the necessary time frames.

**PRE-CONDITION 3: ALERT – Storm Force Winds Can Occur within 96 Hours (4 Days): Incident Command System may be implemented.**

Park Staff may be reorganized into work groups with task force/ strike team leaders directing their assignments. See appendix K for individual division assignments.

**2019 Hurricane Season Command Staff:**

|                               |                                         |
|-------------------------------|-----------------------------------------|
| Incident Commander            | Walt West                               |
| Deputy IC/ Liaison Officer    | Dana Condron                            |
| Virginia Liaison              | Mark Fye                                |
| Information Officer (PIO)     | Liz Davis                               |
| Assistant Information Officer | Kelly Taylor (MD) / Gretchen Knapp (VA) |
| Safety Officer                | Jonathan Chase (MD), Jack Williams (VA) |
| Assistant Safety Officer      | Ryan McKelvey                           |

**2019 Hurricane Season General Staff:**

|                                      |                            |
|--------------------------------------|----------------------------|
| Operations Section Chief             | Eric Sherry                |
| MD Branch Asst. Ops. Sect. Chiefs    | Bill Ramsey, Shawn Brown   |
| VA Branch Asst. Ops. Sect. Chiefs    | Chris Fitzgerald           |
| Plans Sections Chief                 | Bill Hulslander            |
| Assistant Plans Section Chief        | Neil Winn                  |
| Resource Advisor                     | Jack Kumer/ Allison Turner |
| Logistics Section Chief              | Brian Sturgis              |
| Assistant Logistics Section Chief    | Jeanne Feltes              |
| Finance/Administration Section Chief | Angie Alvino               |
| Assistant Admin Section Chief        | Tami Pearl                 |

Assateague Island National Seashore will be operated under Pre-Condition 3 whenever storm force winds could occur within 96 Hours (4 Days). The Superintendent, or, in their absence the designated Incident Commander may activate the Incident Command system. The Superintendent will consider the need for a delegation of authority if not previously covered.

Regardless of the management structure, planners will have the following broad objectives to achieve, depending on storm severity and many other factors:

- Remove/Prep Oceanfront Infrastructure
- Evacuate Campgrounds
- Remove/Protect Computers/Electronic Equipment
- Secure All Buildings
- Remove Vehicles/Boats/Equipment
- Release Employees
- Close the Island

The following minimum responsibilities must be accomplished during this time period:

**Incident Commander**

- \_\_\_\_\_ Acts as Superintendent's liaison with command and general staff; confers with and gives frequent updates
- \_\_\_\_\_ Meets with Command Staff to formulate park closures and enter into hurricane preparations.
- \_\_\_\_\_ Advises regional office of status of preparations and any possible future needs.
- \_\_\_\_\_ Ensures that the Superintendent, Division Chiefs are kept informed of all tropical storm and/or hurricane developments that may affect Assateague Island National Seashore. Ensures that progress charts of tropical storms and/or hurricanes are posted.
- \_\_\_\_\_ Ensures that representatives from local cooperative agencies meet (either in person, or by tele-conference) to discuss status of hurricane preparations. Problems are identified and resolved locally if possible.
- \_\_\_\_\_ Sets command staff meeting schedule for following days; normally once a day in the morning
- \_\_\_\_\_

**Operations Section Chief:**

- \_\_\_\_\_ Establish a "battery cache" for the park to power flashlights, air pumps, cameras, etc.
- \_\_\_\_\_ Establish and restock a "hurricane cache" to include water, MRE's, chainsaws, etc.
- \_\_\_\_\_ Where installed, ensures that hurricane shutters are in working order.
- \_\_\_\_\_ Assures concessions "Beach Hut" begins its preparations for storm arrival.
- \_\_\_\_\_ Secure all loose materials around park structures and residences and store in a safe place.
- \_\_\_\_\_ Assures divisions are practicing good housekeeping by securing all buildings, equipment, and facilities.
- \_\_\_\_\_

**Logistics Section Chief:**

- \_\_\_\_\_ Ensures that evacuation and emergency housing arrangements for designated park employees are confirmed with hotel/motel facilities in Salisbury, Maryland or other designated evacuation area.
- \_\_\_\_\_ Ensures that the location of an alternate park headquarters site is established. In the event of severe storm damage to existing park facilities, the alternate headquarters site will be used as a meeting and work place for park management and the Incident Command staff.
- \_\_\_\_\_ Prepares emergency contact sheet information for all employees.
- \_\_\_\_\_ Ensures that electronic mail and phone capabilities are available for use, if necessary, at the alternate park headquarters site.
- \_\_\_\_\_ Establish "head count" for number of employees in housing.
- \_\_\_\_\_ Personnel that plan on being away during this phase, should make arrangements to have their residence or property secured.
- \_\_\_\_\_ Ensures that an adequate supply of plywood is on hand to board up windows and offices as required
- \_\_\_\_\_

**Plans Section Chief :**

- \_\_\_\_\_ Checks for special use permittees and makes notifications as necessary.
- \_\_\_\_\_ Takes pre-storm photos of facilities/beach/parking areas/boardwalks, etc for recovery phase reference. Download them to H:/ and back up on external hard drives.
- \_\_\_\_\_ Ensures that a chronological log is made that tracks the sequence of events that take place during a tropical storm or hurricane's progress that has the likely potential to adversely affect Assateague Island National Seashore.
- \_\_\_\_\_ Develops daily IAP (Incident Action Plan) for dissemination at morning staff meetings and to all field personnel.
- \_\_\_\_\_ \_\_\_\_\_

**Finance/Administration Section Chief:**

- \_\_\_\_\_ Back up all computer files to the park's main server. Stage plastic and duct tape materials for computer relocation/storage/protection.
- \_\_\_\_\_ Notify park reservations system to post warning and possibly stop taking reservations
- \_\_\_\_\_ Notifies and coordinates with commercial use operators regarding possible closures.
- \_\_\_\_\_ \_\_\_\_\_

**Safety Officer:**

- \_\_\_\_\_ Monitors all operations to assure safe practices are utilized
- \_\_\_\_\_ Prepares daily safety briefing for command staff meetings, park personnel and the IAP (Incident Action Plan).
- \_\_\_\_\_ Conducts and documents tailgate safety meetings held during preparation operations in the field
- \_\_\_\_\_ Prepares (in advance) JHA's and "Go/No Go" charts for standard storm preparation activities and assures they are utilized and adhered to.
- \_\_\_\_\_ Reports immediately to the IC any unsafe acts or activities and stops that activity from continuing.
- \_\_\_\_\_ \_\_\_\_\_

**Public Information Officer:**

- \_\_\_\_\_ Drafts press releases, emergency message for emergency message sign, radio and phone messages for review and approval of IC and Superintendent.
- \_\_\_\_\_ Provides daily internal informational briefings for park staff and distributes through email and at meetings.
- \_\_\_\_\_ Develops and disseminates any additional media information to the public through internet websites and networks once approved by the IC and Superintendent.

**CONDITION 3: Hurricane WATCH – Possible Hurricane Force Winds Within 72 Hours (3 Days): PARK REMAINS UNDER INCIDENT COMMAND SYSTEM, IF ICS IS IN USE**

This condition will be declared whenever a HURRICANE WATCH has been issued for the area surrounding Assateague Island National Seashore. During a hurricane watch period affected areas may expect hurricane conditions within 72 hours. During this “watch” period, the following responsibilities are to be accomplished:

**Incident Commander:**

- \_\_\_\_\_ Incident Commander will approve final instructions and schedule for shutting down network drives, Lotus Notes, Internet access, and all associated printers.
- \_\_\_\_\_ Ensures that progress charts of the hurricane are maintained and are provided to the Superintendent and IC command staff. Ensures that the Superintendent, Command Staff, and Division Chiefs are regularly updated on the storm’s intensity, location and projected track.
- \_\_\_\_\_ Ensures that chronological log is maintained on storm's progress.
- \_\_\_\_\_ Generally conducts two daily Incident Command staff briefings and planning meetings daily (Usually morning and afternoon). If possible establish a set meeting time each day with the Superintendent, Command Staff, General Staff, representatives from other cooperating agencies (Chincoteague National Wildlife Refuge, Assateague State Park, AIA) to review hurricane preparations, storm updates, identify problem areas, and to coordinate hurricane preparation operations. Schedule follow-up staff briefings as needed.
- \_\_\_\_\_ Closes and evacuates Backcountry campsites.
- \_\_\_\_\_ Approves evacuation order for the island including all visitors and employees. Coordinates with Operations Section and other local cooperating agencies, the physical closing of park access at either Bayberry Drive or Maryland Route 611 and at the NPS entrance gates on Virginia State Highway #175.
- \_\_\_\_\_ Evacuation operations should be closely coordinated with officials from Assateague State Park in order to avoid unnecessary panic or confusion for island visitors. Provides emergency shelter information to visitors and employees.
- \_\_\_\_\_ Assigns NPS representatives to attend local emergency management meetings at the Worcester County Courthouse.
- \_\_\_\_\_ Arranges with Operations Section to have the Maryland and Virginia lifeguard offices and lifeguard stands towed clear of beach areas and secured in a safe location.
- \_\_\_\_\_ Ensures that all vehicles, ATVS, and boats are fueled. Have extra fuel cans filled and establish a cache of hand and power tools (chain saw, shovels, rakes, etc) for use during post storm recovery.
- \_\_\_\_\_ Meets daily with superintendent

**Operations Section Chief:**

- \_\_\_\_\_ Assists the lifeguards and coordinates with maintenance division with the removal of stands from beach areas.
- \_\_\_\_\_ Remove Naturalist Shack from Virginia beach area to maintenance staging
- \_\_\_\_\_ Pump out all toilets and fill with water
- \_\_\_\_\_ Empty all dumpsters and secure in safe location
- \_\_\_\_\_ Move kayak trailers to staging areas. (VA and MD)
- \_\_\_\_\_ -Remove bikes from bike shed in Virginia. Remove and store kayak from under VC.

- \_\_\_\_\_ Move or secure water pump under Virginia Visitor Center
- \_\_\_\_\_ Prepare WWTP for additional water and storm
- | \_\_\_\_\_ -Provides status updates to Incident Commander on hurricane preparations for Maryland and Virginia districts.
- \_\_\_\_\_ Removes significant signs (if time permits). Removes trash cans from beach, parking lots, picnic areas, and campgrounds.
- \_\_\_\_\_ Move heavy equipment to pre-arranged staging areas inland.
- \_\_\_\_\_ Move ATV's, UTV, golf carts and other equipment off island to staging areas
- \_\_\_\_\_ Move boats to staging areas inland.
- \_\_\_\_\_ Ensures that headquarters fuel storage tanks are topped with fuel. Ensure that pumping capabilities can be maintained in the event of loss of supplied electrical power.
- \_\_\_\_\_ Ensures that Maintenance Division checklists are completed.
- \_\_\_\_\_ Shuttters and boards up doors and windows at permanent park employee residences and at designated buildings on the island. Ensures that the lower exterior of Resource Management is properly secured.
- | \_\_\_\_\_ Coordinates with Concession employees for removal and securing of their building and spaces. Boards up the "beach hut".
- \_\_\_\_\_ Begins the coordination of securing and moving to safe location any sensitive or high value items.
- \_\_\_\_\_ Ensures that key vehicles, boats and equipment are moved to pre-designated storage locations.
  
- \_\_\_\_\_ Secures picnic and campground areas from loose or exposed equipment.
- \_\_\_\_\_ Secures maintenance buildings and surrounding areas. Store loose materials or exposed equipment.
- \_\_\_\_\_ Confirms that aquariums and associated equipment and spaces are secured and readied for storm.
- \_\_\_\_\_ Ensures that all loose materials and exposed equipment around the Resource Management building, storage sheds, Headquarters and maintenance areas are removed or secured.
- \_\_\_\_\_ Ensures that the interior of the Resource Management building, Headquarters and Visitor Center are prepared for the temporary storage of sensitive or high value items from other divisions.
- \_\_\_\_\_ Each division should tape down their monitors, printers, and scanners with heavy plastic. Equipment should be elevated and moved away from windows. Battery backup units and surge protectors should be turned off and elevated off the floor. Maryland based CPU units should be labeled on top with employee's name/location then carried to the sewage treatment plant for storage. Virginia based CPU units should be relocated to the Virginia Maintenance Compound. Alternate storage locations require approval of the IC.

**Plans Section Chief:**

- \_\_\_\_\_ Writes and distributes IAP (Incident Action Plans) daily.
- \_\_\_\_\_ Verifies and reports to IC that all worksites in MD and VA have been secured of any loose items outside buildings.
- \_\_\_\_\_ Ensures that division checklists are completed.
- \_\_\_\_\_ Provides status updated to the Incident Command Staff.
- \_\_\_\_\_ Begins communication and coordination with Assateague State Park for storm preparations.
- \_\_\_\_\_ Prepares a list of all employees currently on the roles and assures contact information for post storm recovery is available for all employees.
- \_\_\_\_\_ Assists other divisions as necessary.
- \_\_\_\_\_

**Public Information Officer:**

- \_\_\_\_\_ Issues necessary press releases and advises local new media of the park's status and closures. Ensures visitors are notified of "Hurricane Watch" conditions via notices. Provides updates through the park's web page.
- \_\_\_\_\_ Establishes a weather call in number for staff and public use. Puts message on Park's primary call in phone line.
- \_\_\_\_\_ Places "Emergency Message Trailer" on roadways.
- \_\_\_\_\_ Secures or moves to safe location any sensitive or high-value items.
- \_\_\_\_\_ Ensures that Interpretation division checklists are completed.
- \_\_\_\_\_ Provides status updates to the Incident Command staff.
- \_\_\_\_\_ Begins notification of campers and other park users of possible evacuation.
- \_\_\_\_\_ Assists other divisions as necessary.
- \_\_\_\_\_

**Logistics Section Chief:**

- \_\_\_\_\_ Assists the Protection Division with physical closing of both districts.
- \_\_\_\_\_ Ensures that all vehicles, boats and heavy equipment are fueled. All divisions.
- \_\_\_\_\_ Arranges for permission from U.S. Fish and Wildlife Service, NASA Wallops Island, and Berlin Fire Company to store vehicles and equipment in below locations. Vehicle keys are to be stored in one location and reported to the Incident Commander.
- \_\_\_\_\_ Assures all generators (including repeater sites) are fueled.
- \_\_\_\_\_ Checks that backup generators all run and have been started each day.
- \_\_\_\_\_ Assures radio batteries are charged and portable radios available for issue.
- \_\_\_\_\_
- \_\_\_\_\_ Provides status updates to the Incident Command Staff of all assigned responsibilities
- \_\_\_\_\_ Establishes NPS vehicle and equipment parking/staging areas in Berlin or other neighboring areas.
- \_\_\_\_\_ Utilizes Interpretation and Life Guard trailers for storage and transport of valuables to staging areas.
- \_\_\_\_\_ Relocates campground hosts
- \_\_\_\_\_ Relocates NPS housing tenants
- \_\_\_\_\_ Assists other divisions as necessary.

**Finance/Administration Section Chief:**

- \_\_\_\_\_ Establishes storm account (s)
  - \_\_\_\_\_ Ensures that telephone communication system is backed up. Coordinates with park Computer Specialist the time of LAN shut down.
  - \_\_\_\_\_ Ensures that park computers and server have been backed up.
  - \_\_\_\_\_ Ensures the Administration division checklists are complete.
  - \_\_\_\_\_ Assures all monies have been deposited, cash registers and other fee collection equipment is secured or evacuated as needed.
  - \_\_\_\_\_ Secures all paper records and protects park files as needed
  - \_\_\_\_\_ Assures frequent communication with park housing occupants. Gives the occupants status and evacuation reports.
- 

**Safety Officer:**

- \_\_\_\_\_ Monitors all operations to assure safe practices are utilized
  - \_\_\_\_\_ Prepares daily safety briefing for command staff meetings, park personnel and the IAP (Incident Action Plan).
  - \_\_\_\_\_ Conducts and documents tailgate safety meetings held during preparation operations in the field
  - \_\_\_\_\_ Prepares (in advance) JHA's and "Go/No Go" charts for standard storm preparation activities and assures they are utilized and adhered to.
  - \_\_\_\_\_ Reports immediately to the IC any unsafe acts or activities and stops that activity from continuing.
- 

**CONDITION 2: Hurricane WARNING – 48 Hours Until Hurricane Force Winds (2 Days):****INCIDENT COMMAND SYSTEM CONTINUES**

This condition will be set whenever a HURRICANE WARNING has been issued by the National Weather Service for the areas surrounding Assateague Island National Seashore. During a hurricane warning period, affected areas may expect hurricane conditions within 48 hours. Unless otherwise directed, ALL employees, will check in and out of service through the park's ICS Logistics section and provide information on their place of refuge including the number of people and emergency phone numbers.

**Incident Commander:**

- \_\_\_\_\_ Establishes times to release employees to attend to personnel storm preparations at their homes and with their families. Employees who need to return to work to complete the Park preparations will be rotated home.
- \_\_\_\_\_ Once preparations are complete, Incident Commander will instruct Section Chiefs to begin having personnel report to designated storm shelters or return home to wait for further instructions.
- \_\_\_\_\_ Identified emergency personnel will remain on duty to complete assignments before evacuating the area.
- \_\_\_\_\_ Coordinates final closure of island with local cooperating agencies (Assateague State Park, Chincoteague National Wildlife Refuge). Notifies Public Information Officer of park closures. Advises all personnel the island is closed to further entry. Personnel will not be allowed to go on the island unless approval is received from the Incident Commander.

- \_\_\_\_\_ Advises NERO/EICC of park's status and closures.
- \_\_\_\_\_ Ensures that Commissioned Law Enforcement Rangers have staged and fueled 4x4 patrol vehicles, SAR and EMS equipment, and boats at designated safe areas. Provide for security of emergency equipment. Instructs rangers to remain in radio and/or pager contact for immediate dispatch to emergencies or assistance to other agencies.
- | \_\_\_\_\_ If necessary, establishes ICP (Incident Command Post) at pre-established location in Salisbury
- \_\_\_\_\_ Meets daily with superintendent
- \_\_\_\_\_

#### **Operations Section Chief:**

- \_\_\_\_\_ Coordinates final preparations with cooperating agencies. Coordinates the closure of RT 611 at the Verazanno Bridge and Tom's Cove utilizing Jersey and existing barricades.
- \_\_\_\_\_ Move table and grills from Ocean Side campsites to aid recovery efforts.
- | \_\_\_\_\_ Closes campground and OSV zone and orders evacuation of areas.
- \_\_\_\_\_ Ensures that final hurricane preparations for park residences, buildings and campgrounds are completed.
- \_\_\_\_\_

#### **Plans Section Chief:**

- \_\_\_\_\_ Ensures that progress charts and chronological logs of the hurricane's progress are provided continuously to the Incident Command staff.
- \_\_\_\_\_ Develops IAP for final preparations and initial recovery operating period.
- \_\_\_\_\_ Maintains copies of emergency notification forms of Ranger Division personnel for both districts.
- \_\_\_\_\_

#### **Logistics Section Chief:**

- | \_\_\_\_\_ Relocates park housing occupants
- \_\_\_\_\_ Ensures that all vehicles, ATV'S, and boats, are fueled. Have extra fuel cans filled and establish a cache of hand and power tools (chain saw, shovels, rakes, etc) for use during post storm recovery.
- \_\_\_\_\_

#### **Public Information Officer:**

- \_\_\_\_\_ Issues necessary press releases and advises local news media of the park's status and closures. Provides updates through the park's web page.
- \_\_\_\_\_ Establishes a weather call-in number for staff and public use. If necessary, amends message on Park's primary call in phone line.

- \_\_\_\_\_ Removes EMS (Emergency Messaging Sign) from Island when landfall is expected within 24 hours.
- \_\_\_\_\_ Provides status updates to the Incident Command staff.
- \_\_\_\_\_ Assists other divisions as necessary.
- \_\_\_\_\_

**Safety Officer:**

- \_\_\_\_\_ Monitors all operations to assure safe practices are utilized
- \_\_\_\_\_ Prepares daily safety briefing for command staff meetings, park personnel and the IAP (Incident Action Plan).
- \_\_\_\_\_ Conducts and documents tailgate safety meetings held during preparation operations in the field
- \_\_\_\_\_ Prepares (in advance) JHA's and "Go/No Go" charts for standard storm preparation activities and assures they are utilized and adhered to.
- \_\_\_\_\_ Reports immediately to the IC any unsafe acts or activities and stops that activity from continuing.
- \_\_\_\_\_

**CONDITION 1: Hurricane Force Winds Occurring**

This condition will cover the period for the duration of the storm itself. All non-emergency Assateague Island National Seashore personnel and their families should now be at designated storm shelters or other safe areas and should not return to the park until properly notified of safe conditions.

Emergency personnel of the Protection division will remain in the park area to complete safety and security patrols until it is no longer safe to do so. At that time, those personnel will evacuate to a designated storm shelter or other safe area until the storm has passed.

ALL personnel will remain at home or in shelters and follow established hurricane safety rules for the duration of the storm.

***THE SAFETY OF ALL PERSONNEL AND VISITORS WILL TAKE PRIORITY OVER ALL OTHER RESPONSIBILITIES.***

**RECOVERY PHASE:**

This phase will go into effect once the National Hurricane Center or other official weather agency has notified the Superintendent or Incident Commander that the hurricane has passed the area surrounding Assateague Island N.S. During this phase the park will remain in the Incident Command mode.

Every effort will be made to safely re-enter the park once weather conditions permit. **The saving of human life and safe orderly return to the park to protect government property will be the primary objective during this phase.** Assistance to Assateague Island National Seashore personnel and their families is also of primary concern. Every effort should be made to ensure that any immediate safety, security, and/or recovery needs of our personnel and their families are met.

As soon as possible, all personnel will contact their respective supervisors for instructions. If contact with the park is not possible, or if the park implemented the emergency call in system during storm preparation, personnel will contact the Harper's Ferry Center Emergency Dispatch Center at 1-888-246-4335 to check-in and receive any instructions. Employees should not attempt to re-enter the park area until they are instructed that it is safe to do so.

The desire by staff, visitors and the media to enter on to the island will be very high following a hurricane or severe storm. It is imperative that recovery efforts take precedence over all other activities. In light of these facts, it must also be remembered that the reopening of any park areas on the island should be closely coordinated with the other agencies that manage activities on Assateague Island. The following minimum responsibilities must be accomplished:

**Incident Commander:**

- \_\_\_\_\_ Performs welfare checks on all employees through command staff. Incident Commander will post reporting time for Division Chiefs to account for all division personnel after storm passage. Division Chiefs will ensure that post storm contact with division personnel is completed. Results will be reported to the Incident Commander prior to the designated deadline.
- \_\_\_\_\_ As soon as possible, Incident Commander will deploy an initial Security/Damage Assessment Team to secure the park and conduct an initial size up of hurricane damage.
- \_\_\_\_\_ The Damage Assessment Team must make a determination on the suitability and safety of the administrative offices/headquarters complex. An alternate worksite capable of supporting both initial and, if necessary, fully staffed operations will be established if the existing facilities are uninhabitable or inaccessible. The Command Staff will determine which relocation site will be used, based upon the circumstances.
- \_\_\_\_\_ The island will remain closed to all visitors and non-emergency personnel.
- \_\_\_\_\_ Incident Command will coordinate openings and closures with Section Chiefs, U.S. Fish & Wildlife Service, Maryland State Parks, Public Information Officer, Division Chiefs, and other agencies. Suspend fee collecting until all communication lines have been restored to the Maryland Ranger Station.
- \_\_\_\_\_ ASIS Public Information Officer will prepare necessary press releases.
- \_\_\_\_\_ As soon as possible, the Incident Commander will deploy a Secondary Damage Assessment Team to conduct a more detailed and extensive assessment with appropriate documentation.
- \_\_\_\_\_ Conducts daily briefings with Incident Command Staff and representatives from cooperating agencies (Assateague State Park, Chincoteague National Wildlife Refuge) to review status of recovery efforts and identify critical problem areas.
- \_\_\_\_\_ Assigns law enforcement personnel to staff any roadblocks and to provide security for park areas and resources. Instructs law enforcement personnel to prohibit the unauthorized entry of any visitors or employees.
- \_\_\_\_\_ Coordinates incoming requests from local cooperating agencies for assistance. Assignment of staff to such outside assistance will be based on a "not to interfere" basis with critical park recovery efforts.
- \_\_\_\_\_ Ensures that a chronological log is maintained on Recovery Phase.
- | \_\_\_\_\_ Updates Harper's Ferry Center EICC daily, or more frequently if needed, on progress.
- \_\_\_\_\_ Meets daily with superintendent
- \_\_\_\_\_

**Operations Section Chief:**

\_\_\_\_\_ Works with planning section chief to prepare an “incident recovery plan” outlining steps to be taken to begin recovery and delivers to IC for approval and dissemination to staff. Because every storm, and its damage, is very unique to that storm, it is impossible to develop this beforehand.

\_\_\_\_\_ If needed, re-establish area closures

\_\_\_\_\_ Provides Incident Commander with continuous updates on recovery time Operations

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**Logistics Section Chief:**

\_\_\_\_\_ Assigns maintenance staff to evaluate mainland and island facilities for damage that may require immediate corrective action.

\_\_\_\_\_ Begins process of ordering out of park resources to assist in recovery.

**Public Information Officer:**

\_\_\_\_\_ When safe and reasonable, arrange for providing information to inform the public and visitors of park conditions and remaining closures.

\_\_\_\_\_ Provides Incident Commander with continuous updates

**Planning Section Chief :**

\_\_\_\_\_ Prepares an “incident recovery plan” outlining steps to be taken to begin recovery and delivers to IC for approval and dissemination to staff. Because every storm, and its damage, is very unique to that storm, it is impossible to develop this beforehand.

\_\_\_\_\_ Provides Incident Commander with continuous updates.

\_\_\_\_\_ Provides recovery IAP’s for daily dissemination.

**Safety Officer:**

\_\_\_\_\_ Monitors all operations to assure safe practices are utilized

\_\_\_\_\_ Prepares daily safety briefing for command staff meetings, park personnel and the IAP (Incident Action Plan).

\_\_\_\_\_ Conducts and documents tailgate safety meetings held during preparation operations in the field

\_\_\_\_\_ Prepares (in advance) JHA’s and “Go/No Go” charts for standard storm preparation and recovery activities and assures they are utilized and adhered to.

\_\_\_\_\_ Reports immediately to the IC any unsafe acts or activities and stops that activity from continuing.

**Resource Advisor:**

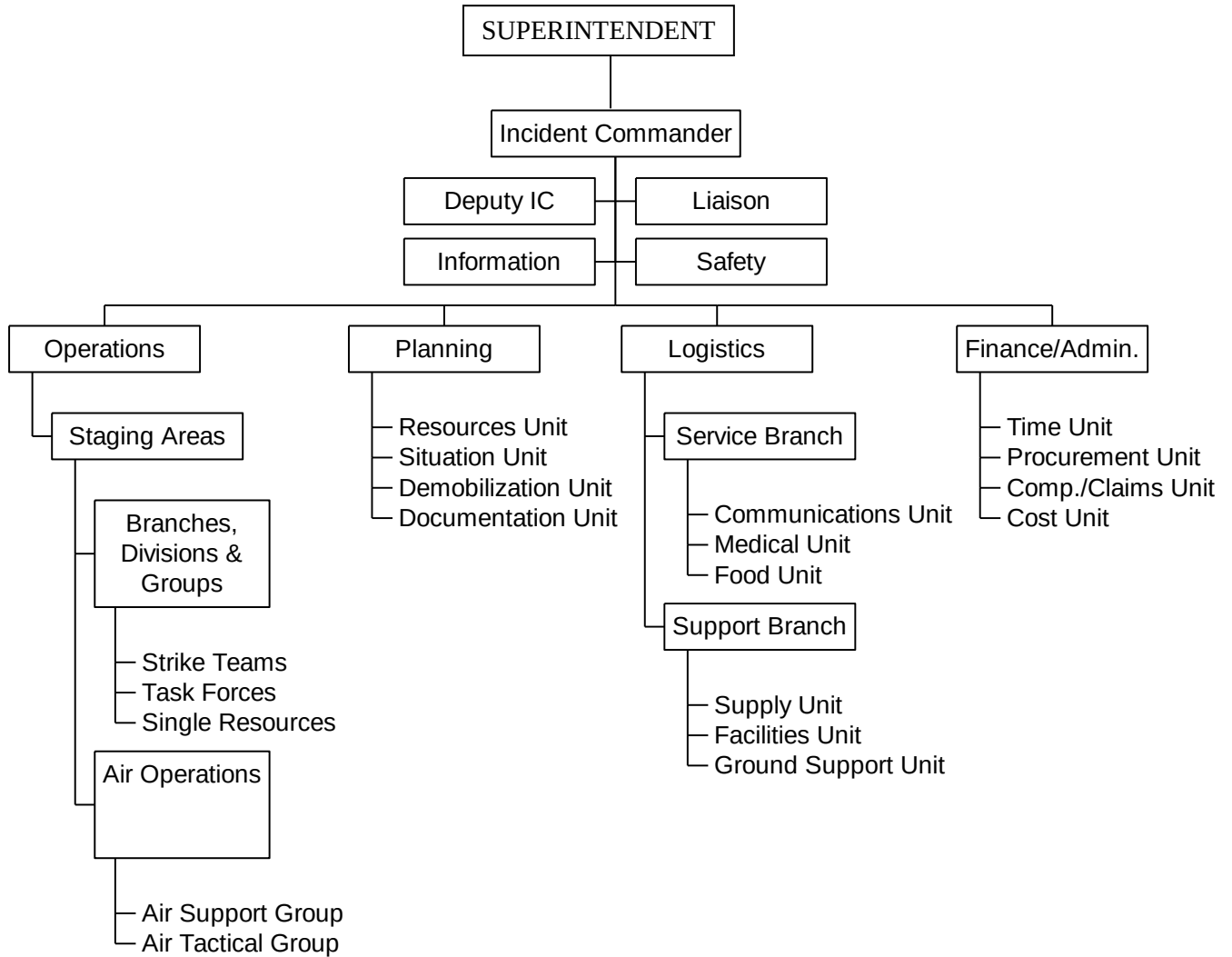
\_\_\_\_\_ When safe and reasonable, initiate a preliminary natural resource damage assessment survey to evaluate post storm/hurricane documentation and collection needs.

**Finance / Admin Section Chief:**

- \_\_\_\_\_ Establishes check-in procedures and time unit for park staff and incoming outside resources.  
Appoints timekeepers and cost unit leaders.
- \_\_\_\_\_ Establishes recovery storm account if different from pre storm established accounts.

**APPENDIX A:**

**NPS INCIDENT COMMAND ORGANIZATION**



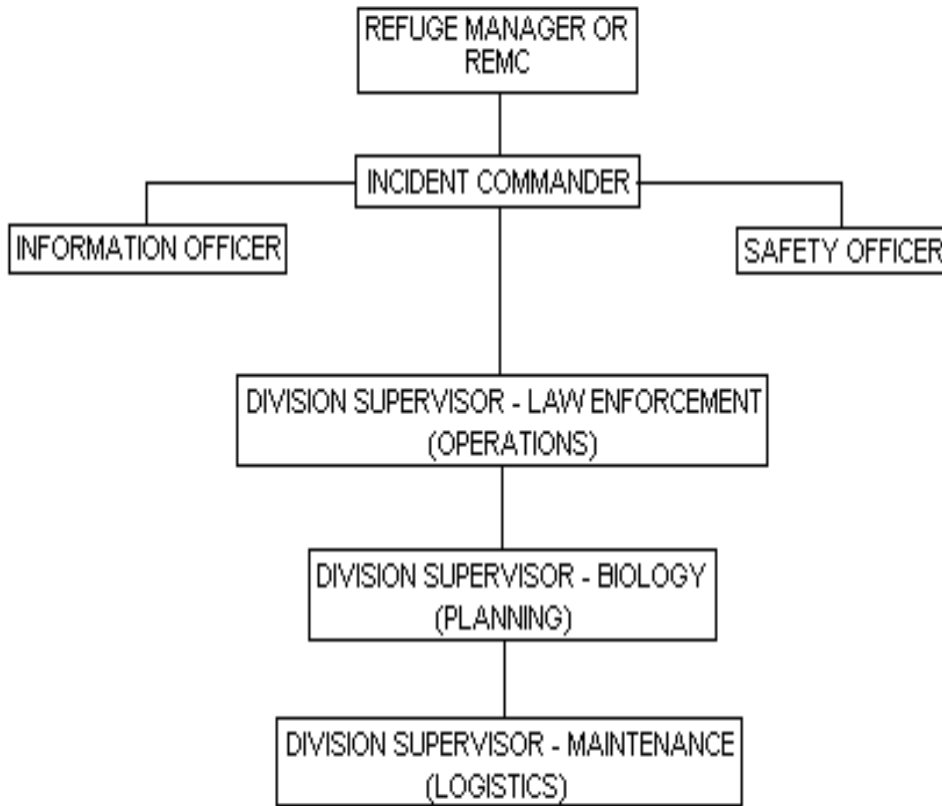
## APPENDIX B

### USFWS INCIDENT COMMAND ORGANIZATION – MAJOR RESPONSE



**APPENDIX C:**

**USFWS MODIFIED INCIDENT COMMAND ORGANIZATION – MINOR RESPONSE**



## **APPENDIX D:**

United States Department of Interior  
National Park Service  
Assateague Island National Seashore

### **Delegation of Authority**

To: Incident Commander (Chief Ranger Walt West)

From: ASIS Superintendent

Date:

RE: Delegation of Authority

In response to the threat posed to Assateague Island National Seashore by the approaching tropical weather system, I am delegating authority to you to accomplish the objectives of the approved Assateague Island National Seashore Hurricane Plan.

Specifically, I am designating you as Incident Commander, and you are hereby-delegated full authority and responsibility for the management of hurricane preparedness and post storm response, as outlined in the approved Assateague Island National Seashore Hurricane Plan. To that end I authorize you to do the following:

- Conduct the operations outlined in the Hurricane Plan for all operational periods.
- Close all or portions of the Seashore as necessary to provide for visitor and employee safety and for the protection of resources.
- Supervise (immediate supervision or through subordinates) all employees of the Seashore assigned to the incident, regardless of normal divisional assignments.
- Authorize overtime pay and premium pay during the preparation for and response to this tropical weather system. Scheduled work periods for employees should not exceed 12-hour periods, and should be for daylight hours to the extent possible. Daily accounting of all overtime and premium pay must be submitted to the Superintendent.
- Approve or disapprove annual leave for all employees involved in the incident, with the understanding that previously approved leave should be honored when possible, but not to the detriment of the Seashore's ability to respond to this emergency.
- Provide for the safety and well-being of employees involved in this emergency preparation and response by providing food and beverages as deemed appropriate for the operational periods.
- Utilize government owned / leased equipment and property for the purposes of this operation.

- Over and above personnel costs, you may expend government funds up to \$3,500 without further approval. Expenditures greater than that amount require approval.
- Assume responsibility for all media liaison for the tropical storm / hurricane, as outlined in the approved Hurricane Plan.
- Assume responsibility for daily briefings and updates to myself, NERO, and WASO.
- Coordinate hurricane preparedness with other federal, State and local governments.

As Superintendent, I will:

- Approve the ordering of resources from outside of Assateague Island National Seashore.
- Approve the ordering of an Incident Management Team from outside of Assateague Island National Seashore.
- Approve the expenditure of funds above \$3,500.
- Approve any change in the IC structure.
- Declare when the park will resume normal operations and procedures and ICS system is terminated
- Serve as primary liaison with Regional and WASO NPS offices and managers.

This delegation becomes effective immediately and shall remain in effect until \_\_\_\_\_ (date) or when you are relieved of this responsibility by myself or by my designation of another Incident Commander.

The relinquishment of authority shall be accomplished by a memorandum in writing from me.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

## **APPENDIX E**

### **USEFUL LINKS & CONTACT NUMBERS:**

#### **National Park Service**

#### **Chincoteague Police Dept. (24-dispatch): Chincoteague, VA 23336**

- 757-336-3155
- FAX terminal 757-336-6970

#### **Dept of Interior (DOI) Watch Office** South Interior Bldg, Rm 312, Office of Law Enforcement and Security, Washington DC 20005

- 24 hr staffing 877-246-1373
- Voice Mail 202-208-4108
- FAX terminal 202-208-3421
- E-mail: [DOI\\_Watch\\_Office@ios.doi.gov](mailto:DOI_Watch_Office@ios.doi.gov)

#### **Emergency Incident Coordination Center (EICC)** Harper's Ferry Center

**1-888-246-4335** - 24 hr dispatch Office 304-535-4040

- E-mail: [NPS\\_EICC@nps.gov](mailto:NPS_EICC@nps.gov)

#### **Worcester County Emergency Communications Center – 24 hr Dispatch:** Snow Hill, MD911

- Central Business Office 410-631-1311

Melody Morrison  
Regional Chief Ranger (Acting)  
Northeast Region  
200 Chestnut St, 3<sup>rd</sup> Flr  
Philadelphia, PA 19106

C ) 215-796-4950

Security and  
Intelligence Manager  
National Park Service  
10th Floor, Rm 1044  
1201 I (Eye) Street  
Washington, DC 20005

O) 202-513-7135

F) 202-371-1421

C) 202-306-3909

NPS Law Enforcement  
Program Administrator  
Division of Law  
Enforcement and  
Emergency Services

O) 202-513-7128

F) 202-371-1869

C) 202-997-0350

### **Fire & Emergency Medical Services**

[Town of Chincoteague: Government: Emergency Medical Services](#)

### **PHONE NUMBERS**

Town Office: (757) 336-6519; Fax: (757) 336-1965

Public Works: (757) 336-3366

Police Department: (757) 336-3155

**Emergency Medical Services:** (757) 336-3138

## **POSTAL ADDRESS**

6150 Community Drive, Chincoteague Island, Virginia 23336

## **ELECTRONIC MAIL**

**Town Office:** [kfox@chincoteague-va.gov](mailto:kfox@chincoteague-va.gov)

**Town Manager:** [j@chincoteague-va.gov](mailto:j@chincoteague-va.gov)

**Public Works:** [j@chincoteague-va.gov](mailto:j@chincoteague-va.gov)

**Police Department:** [elewis@chincoteague-va.gov](mailto:elewis@chincoteague-va.gov)

**Building & Zoning:** [kewis@chincoteague-va.gov](mailto:kewis@chincoteague-va.gov)

**Emergency Medical Services:** [brush@chincoteague-va.gov](mailto:brush@chincoteague-va.gov)

## **Peninsula Regional Primary Care**

Berlin Family Medicine  
10445 Ocean City Boulevard  
Berlin, MD 21811  
**Phone:** 410-641-4200  
**Fax:** 410-641-0291

## **Peninsula Regional Medical Center: Primary Care Network**

Ocean City Health Care Services

### **HEALTH CARE SERVICES**

|                                        |                       |
|----------------------------------------|-----------------------|
| Atlantic General Hospital              | <b>(410) 641-1100</b> |
| 10th Street Medical Center             | <b>(410) 289-6241</b> |
| 75th Street Medical Center             | <b>(410) 524-0075</b> |
| 126th Street Medical Center            | <b>(410) 250-8000</b> |
| Youth Health Center on Caroline Street | <b>(410) 289-4044</b> |

### Berlin Fire Company



**Address:**

214 North Main Street

Berlin, MD 21811

**Emergency Dispatch Phone:** 911

**Business Phone:** 410-641-1977

### Chincoteague Volunteer Fire Company, Inc.



**Address:**

4028 Main Street P. O. Box 691

Chincoteague, VA 23336-0691

**Emergency Dispatch Phone:** 911

**Business Phone:** 757-336-3138

### Weather Emergencies

[National Hurricane Center / Tropical Prediction Center](#), 11691 SW 17<sup>th</sup> St. Miami, FL 33165-2149

[Tide Location Selection for Maryland](#)

[Tide Location Selection for Virginia](#)

[Buoyweather.com Global Weather Service](#)

[Welcome to The Weather Underground : Weather Underground](#), P.O. Box 3605, Ann Arbor, MI 48106

[weather.com](#)

[Navy hurricanes, typhoons, satellite images, forecasts, tracks](#)

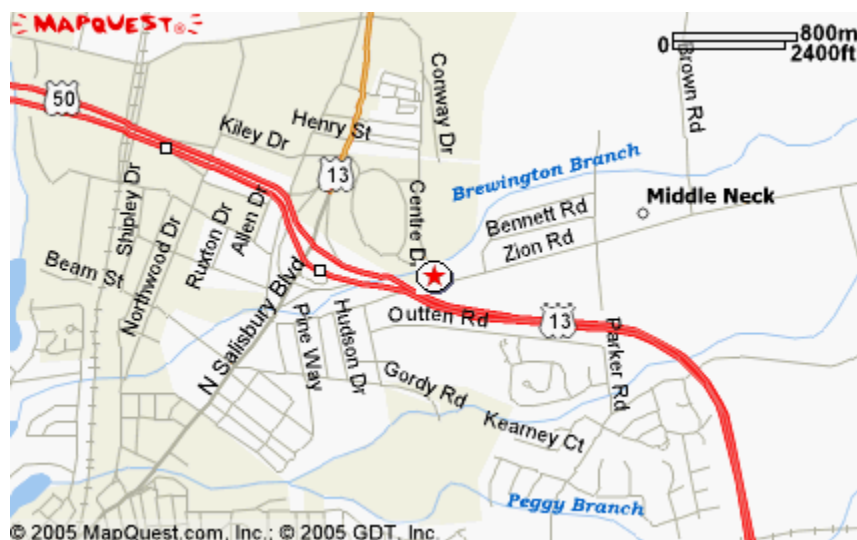
[EXTENDED RANGE FORECAST OF ATLANTIC SEASONAL HURRICANE ACTIVITY AND U.S. LANDFALL STRIKE PROBABILITY FOR 2019](#)

Emergency Evacuation Routes-Appendix

ASIS Designated Incident Command Post  
Continuity of Operations Plan- Appendix I

[Hampton Inn Salisbury](#) NOTE: Hotel for ICP (Incident Command Post) is subject to change annually.  
**Hampton Inn Salisbury**

121 East Naylor Mill Road, Salisbury, Maryland, United States 21804  
Tel: +1-410-334-3080 Fax: +1-410-334-3095



**Directions to our Hotel**

50 East Bound - As you come into Salisbury Rt. 50 splits and merges to the left-DO NOT TAKE 50 BUSINESS. Exit Following signs for 13North to Dover. At second light, turn right onto Naylor Mill Rd. Hampton Inn is on the left.

50 West Bound - Follow signs for 13 North (this will put you onto the bypass). Exit following signs for 13 North to Dover. At second light, turn right onto Naylor Mill Rd. Hampton Inn is on the left.

13 North Bound - Follow Signs for 13 North (Do not take Business Rt.). Exit at 13 north to Dover. Second light is Naylor Mill Rd. Turn right. Hotel is on the left.

13 South Bound - Start counting lights when you see the Saturn Dealership on right-hand side. Take a left at the 4th light. (This is Naylor Mill Rd.). Hotel will be on your left.

[Hurricane Evacuation Procedures](#) (Delmarva)

[CHART On The Web](#)

[VDOT Travel Center: Virginia Hurricane Evacuation Routes'](#)

### **Maryland State Police**

#### **Barrack V - Berlin**

9758 Ocean Gateway

Berlin, Maryland 21811

410-641-3101 (phone) 410-641-3259 (fax)

[berlin@mdsp.org](mailto:berlin@mdsp.org)

[Driving Directions](#)

[Maryland State Police](#)

Overview of the Maryland Threat Alert System and Guidance for Citizens, Businesses, and Schools

[http://www.mdsp.org/downloads/alert\\_public\\_info.pdf](http://www.mdsp.org/downloads/alert_public_info.pdf)

### **Virginia State Police**

Cellular number **#77** may be used when the caller specifically wants to reach the Virginia State Police for assistance or to report highway traffic problems including crashes, disabled vehicles, suspected substance-impaired drivers, reckless and aggressive drivers. Those calling this number should be prepared to give their location, direction of travel, description of any suspect vehicle and license number and description of situation prompting the call.

Administrative Headquarters, Richmond, 24-hour response: **804-674-2000**

Division 5 (Hampton Roads): Commercial: 757-424-6820; Toll-Free: **1-800-582-8350**

Live MD Traffic Cams [TrafficLand Find A Camera:Washington, DC](#)

[Emergency Alert System - VIRGINIA EAS Homepage - EASTERN VA LOCAL AREA](#)

### **Maps**

[MapQuest: Maps](#)

[Perry-Castañeda Library Map Collection - UT Library Online](#)

[Google Local - Ocean City, MD](#)

### **Emergency Resources**

<http://www.disasterhelp.gov>

[NTSB - Transportation Disaster Assistance](#)

[Welcome to the Department of Natural Resources](#)

Maryland Department of Natural Resources  
580 Taylor Avenue  
Annapolis, MD 21401  
Toll Free In MD 1-877-620-8367  
Out of State 410 260-8367

EASTERN SHORE (AREA 4) OFFICES OF JUVENILE JUSTICE  
Vicki E. Wrenn, *Area Director*  
301C Commerce St., Snow Hill, MD 21863  
(410) 632-0206; fax: (410) 632-1527

[National Center for Missing & Exploited Children](#)

[ONSTAR | HOME](#)

[Fone Finder query form](#)

[Worcester County Emergency Services](#)

[OSHA Publications, Posters, and Online Order Form](#)

[Chemtrec Homepage](#)

[US Army Corps of Engineers - Norfolk District](#)

[U.S. Army Corps of Engineers, Baltimore District Home Page](#)

[Town of Ocean City, Maryland: Municipal Airport](#)  
**Airport Manager: Jaime Giandomenico**  
**443.235.4434 [jgiandomenico@oceancitymd.gov](mailto:jgiandomenico@oceancitymd.gov)**  
**12724 Airport Road, Berlin, MD 21811**  
**410.213.2471**  
[Salisbury-Ocean City Wicomico Regional Airport](#)

[AirNav: KSBY - Salisbury-Ocean City Wicomico Regional Airport](#)

[Flight Delay Information - Air Traffic Control System Command Center](#)

**NATIONAL RESPONSE CENTER**  
**1-800-424-8802**

**Contact Sheet**

[[NRC Background](#)] | [[Reporting a Spill](#)] | [[Legislative Requirements](#)]  
[[Chem/Bio Hotline](#)] | [[Contact Us](#)] | [[National Response System](#)]  
[[Home](#)] | [[INSUMS](#)] | [[Organization](#)] | [[What's New](#)] | [[Online Report Forms](#)]  
[[Query Data](#)] | [[Statistics](#)] | [[Links](#)] | [[NRT Home](#)] | [[EPA Home](#)] | [[USCG Home](#)]

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*Phone:* **(800) 424-8802**

*Fax:* **(202) 267-2165**

*E-Mail:* [1st-nrcinfo@comdt.uscg.mil](mailto:1st-nrcinfo@comdt.uscg.mil)

*Mailing Address:* National Response Center  
c/o United States Coast  
Guard (G-OPF)  
2100 2nd Street, Southwest  
- Room 2611  
Washington, DC 20593-  
0001 USA

[Welcome to the National Response Center](#)

<http://pfmd.nps.gov/hazmat>

[EMS APPLICATION](#)

[index.cfm](#)

Training

[FEMA - EMI/USFA Training and Education Portal](#)

[EMI Learning Center](#)

[FEMA - EMI/USFA Training and Education Portal](#)

[NIMS ICS Training : NIMS Online:: Serving the National Incident Management System \(NIMS\) Community.](#)

Worcester County Maryland Emergency Services:

<http://www.co.worcester.md.us/EmergencyServices/links.htm>

Maryland Emergency Management:

<http://www.mema.state.md.us>

FEMA:

<http://www.fema.gov/>

National Weather Service (NOAA)

<http://www.nws.noaa.gov/>

**Town of Chincoteague, Inc.**

Mr. E. Bryan Rush, NREMT-P

**Emergency Services Coordinator**

Phone: (757) 336-3138, ext. 226

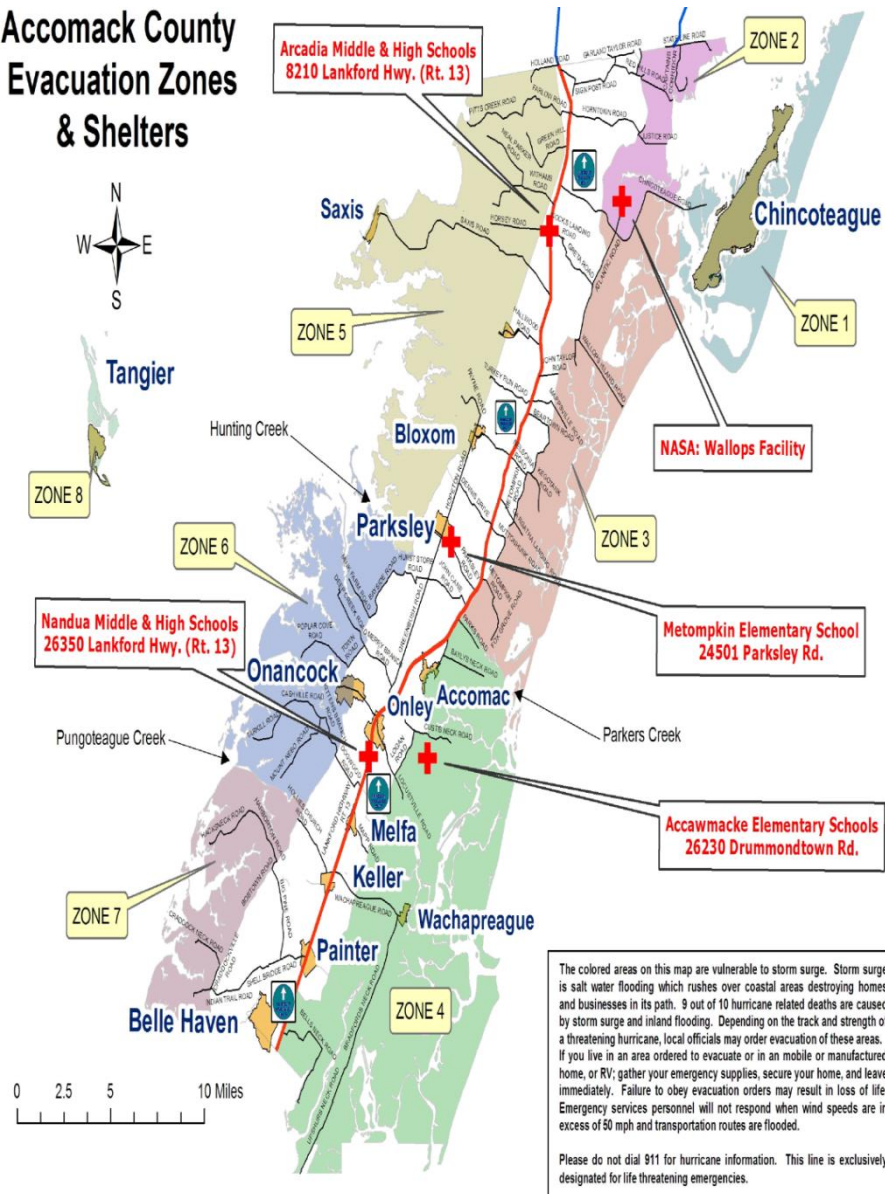
E-Mail: [brush@chincoteague-va.gov](mailto:brush@chincoteague-va.gov)

| <b>FEDERAL AGENCIES</b>                                  |                                      |                  |                                                      |
|----------------------------------------------------------|--------------------------------------|------------------|------------------------------------------------------|
| <b>CONTACT</b>                                           | <b>PHONE NUMBER</b>                  | <b>EMERGENCY</b> | <b>SERVICES PROVIDED</b>                             |
| Federal Emergency Management Agency (FEMA)               | 1-800-621-3362                       |                  | Disaster Assistance                                  |
| Occupational and Health and Safety Administration (OSHA) | R3: 215-861-4900<br>VA: 757-441-3820 | 1-800-321-6742   | Occupational Safety Assistance                       |
| U.S. Coast Guard, Sector Field Office Eastern Shore      | 757-336-5917                         |                  | Maritime and Search and Rescue                       |
| Federal Aviation Administration                          | 1-888-464-7427                       |                  | Assistance with Civil Aviation Safety and Regulation |
| Federal Bureau of Investigation                          | 757-727-7933                         | 757-455-0100     | Law Enforcement Assistance                           |
| Federal Protective Service                               | 1-800-525-5726                       |                  | GSA Building Security                                |
| <b>STATE, COUNTY, AND LOCAL AGENCIES</b>                 |                                      |                  |                                                      |
| <b>CONTACT</b>                                           | <b>PHONE NUMBER</b>                  | <b>EMERGENCY</b> | <b>SERVICES PROVIDED</b>                             |
| Virginia Department of Emergency Management              | 804-674-2400                         | 1-800-468-8892   | State Emergency Management                           |
| Accomack County Office of Emergency Management           | 757-787-0911                         | 757-787-0900     | County Emergency Management                          |
| Chincoteague Emergency Services                          | 757-336-6519                         |                  | Town Emergency Management                            |

|                                                                               |                              |                  |                                      |
|-------------------------------------------------------------------------------|------------------------------|------------------|--------------------------------------|
| Chincoteague Police                                                           | 757-336-3155                 | 911              | Law Enforcement Assistance           |
| Fire and Medical                                                              | 757-336-3138                 | 911              | Emergency Medical Services           |
| Chincoteague Town Office                                                      | 757-336-6519                 |                  | Town Administration                  |
| <b>HOSPITALS &amp; MEDICAL CENTERS</b>                                        |                              |                  |                                      |
| <b>CONTACT</b>                                                                | <b>PHONE NUMBER</b>          | <b>EMERGENCY</b> | <b>SERVICES PROVIDED</b>             |
| Peninsula Regional Medical Center<br>100 East Carroll Street<br>Salisbury, MD | 410-546-6400                 |                  | Shock Trauma Unit/Medical Assistance |
| Shore Memorial Hospital<br>9507 Hospital Avenue<br>Nassawadox, VA 23413       | 757-414-8000                 |                  | Medical Assistance                   |
| Island Medical Center<br>6295 Teal Lane<br>Chincoteague, VA                   | 757-336-2200                 |                  | Medical Assistance                   |
| Shore Medical Center<br>4049 Main Street<br>Chincoteague, VA                  | 757-336-3682                 |                  | Medical Assistance                   |
| Dr. Amrien<br>3741 Willow Street<br>Chincoteague, VA                          | 757-336-6556                 |                  | Medical Assistance                   |
| American Red Cross                                                            | 1-800-898-8045               |                  | Medical Assistance/Disaster Relief   |
| <b>UTILITIES</b>                                                              |                              |                  |                                      |
| <b>CONTACT</b>                                                                | <b>PHONE NUMBER</b>          | <b>EMERGENCY</b> | <b>SERVICES PROVIDED</b>             |
| Delmarva Power                                                                | 1-800-898-8045               |                  | Electric Utility Service             |
| Sharp Energy                                                                  | 757-336-6341<br>410-957-0422 |                  | Propane Service                      |
| Verizon                                                                       | 1-800-275-2355               |                  | Telephone Service                    |
| Richmond Alarm                                                                | 1-800-759-5151               |                  | Fire Alarm Monitoring Service        |
| <b>MEDIA</b>                                                                  |                              |                  |                                      |
| <b>CONTACT</b>                                                                | <b>PHONE NUMBER</b>          | <b>EMERGENCY</b> | <b>SERVICES PROVIDED</b>             |
| WCTG (FM 96.5)                                                                | 757-336-7350                 |                  | Radio Broadcast                      |
| WESR (AM 1330/FM 103.3)                                                       | 757-787-3200                 |                  | Radio Broadcast                      |
| WBOC (Channel 16)                                                             | 410-749-1111                 |                  | Television Broadcast                 |
| Public Cable Access                                                           | 757-336-6519                 |                  | Television Broadcast                 |

## Appendix F

### Accomack County Evacuation Zones & Shelters



### Wicomico & Worcester Counties, MD

In the event shelters are necessary, Wicomico County will open, and the American Red Cross will operate, the Civic Center. The Salvation Army will open its Vine Street facility, where pets will be welcome.

Other shelters, in public school buildings, will be opened in both counties and announced depending on factors that include the intensity and duration of the storm, road conditions, the location of areas that are flooded, and other factors such as power outages.

## **APPENDIX G**

### **DIVISION CHECKLIST OF SENSITIVE AND HIGH VALUE ITEMS**

**Division:** ☐ Administration ☐ Interpretation ☐ Resource  
Management ☐ Law Enforcement ☐ Maintenance

#### **Sensitive and High Value Items Assigned to Division:**

1. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
2. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
3. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
4. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
5. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
6. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
7. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
8. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
10. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
11. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
12. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
13. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
14. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
15. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
16. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
17. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
18. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location
19. ☐ Secure at Park ☐ Retain in Possession ☐ Move to Secure Location



## Appendix H

### TOWN OF CHINCOTEAGUE

#### STANDARD OPERATING PROCEDURE FOR CHINCOTEAGUE CAUSEWAY CLOSURE

##### Purpose

To provide timely and accurate information to essential Town of Chincoteague staff, in the event that the Virginia Department of Transportation deems necessary to close the Chincoteague Causeway or any of its bridge structures due to natural disasters.

##### Background

The Chincoteague Causeway and bridge system provides the only ingress and egress by automobile for the Town of Chincoteague. This system is very susceptible to nature and may require closures to protect life and property. These closures require a timely notification to prepare for adequate emergency response and notification to the public.

##### Procedure

When the Virginia Department of Transportation evaluates and decides that the Chincoteague Causeway and bridge system needs to be closed to protect life and/or property the following procedure shall be followed:

##### NOTIFICATION OF LOCALITY

The Virginia Department of Transportation shall make their first priority to notify the **Town of Chincoteague 911 Center at (757) 336-0911** as the primary effects will be for Chincoteague Island. VDOT will then notify Accomack County per Accomack County's Standard Operating Procedure for such road closure. Notification will be made in the following timeline:

- **One hour prior to the anticipated closure**
- **At the actual closure**
- **A call during the closure with the potential opening time**
- **At the Actual opening**

The Chincoteague 911 Center shall notify immediately:

1. E. Bryan Rush, Emergency Services Coordinator  
(757) 336-3138 Work  
(757) 336-3634 Home  
(757) 894- 3552 Cell
2. J. Arthur Leonard, Mayor, Director of Emergency Services  
(757) 336-6316 Home  
(757) 894-2971 Cell  
Vice-Mayor Denise Bowden  
(757) 894-3285 Cell

3. All Chincoteague Fire/EMS units over dispatch frequency 155.685  
Make special announcement
4. All Chincoteague Police units over dispatch frequency 460.025  
Notify Incumbent Police Chief  
Cell (757) 990 1119
5. Harvey Spurlock, Director of Public Works  
(757) 336-3366 Work
6. United States Fish and Wildlife  
(757) 336-6122
7. National Park Service, Assateague Island National Seashore  
Main # (410) 641-1443,  
Chief Ranger, 410-629-6055 CELL 443-614-9897  
Superintendent, 410-629-6080 CELL 410-920-3944

The **Emergency Services Coordinator** shall notify as soon as practical:

1. James West, Town Manager  
(757) 336-6519 Work  
jwest@chincoteague-va.gov
2. Hon. Mr. Billy Joe Tarr, Accomack County Supervisor Island District  
7079 Wayne Road, Chincoteague, VA 23336  
(757) 336-2940 Home  
e-mail bjtarr@co.accomack.va.us
3. Public via Cable System Voice Over-ride  
May be done by Director of Emergency Services or Town Manger
4. Public via Local Access Cable Channel 9  
Chief Randy Mills  
(757) 336-3155 Work  
(757) 990-1119 Cell

The **Town Manager** shall notify as soon as practical:

1. Town Office staff if during normal working hours
2. All members of Town Council

### **NOTIFICATION OF MEDIA/OTHER**

The **Accomack County Department of Public Safety** shall notify the Accomack County School System per their standard operating procedures.

The **Virginia Department of Transportation (VDOT)** shall make notification and be the Point of Contact for:

- Mass Media Outlets (WESR, WWES, WCTG etc)
- Virginia Emergency Operations Center via VDOT command center
- Virginia State Police
- Accomack County Sheriff

## Appendix I



### Glossary of NHC Terms

**Advisory:**

Official information issued by tropical cyclone warning centers describing all [tropical cyclone](#) watches and warnings concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are (a) [tropical cyclones](#) prior to issuance of watches and warnings and (b) [subtropical cyclones](#).

**Best Track:**

A subjectively-smoothed representation of a [tropical cyclone's](#) location and intensity over its lifetime. The best track contains the cyclone's latitude, longitude, maximum sustained surface winds, and minimum sea-level pressure at 6-hourly intervals. Best track positions and intensities, which are based on a post-storm assessment of all available data, may differ from values contained in storm advisories. They also generally will not reflect the erratic motion implied by connecting individual [center fix](#) positions.

**Center:**

Generally speaking, the vertical axis of a [tropical cyclone](#), usually defined by the location of minimum wind speed and minimum pressure. The cyclone center position can vary with altitude. In [advisory](#) products, refers to the center position at the surface.

**Center / Vortex Fix:**

The location of the center of a [tropical](#) or [subtropical cyclone](#) obtained by [reconnaissance aircraft](#) penetration, satellite, radar, or synoptic data.

**Central North Pacific Basin:**

The region north of the Equator between 140W and the International Dateline. The [Central Pacific Hurricane Center \(CPHC\)](#) in Honolulu, Hawaii is responsible for tracking [tropical cyclones](#) in this region.

**Cyclone:**

An atmospheric closed circulation rotating counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

**Direct Hit:**

A close approach of a [tropical cyclone](#) to a particular location. For locations on the left-hand side of a tropical cyclone's track (looking in the direction of motion), a direct hit occurs when the cyclone passes to within a distance equal to the cyclone's [radius of maximum wind](#). For locations on the right-hand side of the track, a direct hit occurs when the cyclone passes to within a distance equal to twice the radius of maximum wind. Compare [indirect hit](#), [strike](#).

**Eastern North Pacific Basin:**

The portion of the North Pacific Ocean east of 140W. The National Hurricane Center in Miami, Florida is responsible for tracking [tropical cyclones](#) in this region.

**Eye:**

The roughly circular area of comparatively light winds that encompasses the center of a severe [tropical cyclone](#). The eye is either completely or partially surrounded by the [eyewall](#) cloud.

**Eyewall / Wall Cloud:**

An organized band or ring of cumulonimbus clouds that surround the eye, or light-wind center of a [tropical cyclone](#). Eyewall and wall cloud are used synonymously.

**Extratropical:**

A term used in advisories and tropical summaries to indicate that a cyclone has lost its "tropical" characteristics. The term implies both poleward displacement of the cyclone and the conversion of the cyclone's primary energy source from the release of latent heat of condensation to baroclinic (the temperature contrast between warm and cold air masses) processes. It is important to note that cyclones can become extratropical and still retain winds of [hurricane](#) or [tropical storm](#) force.

**Extratropical Cyclone:**

A cyclone of any intensity for which the primary energy source is baroclinic, that is, results from the temperature contrast between warm and cold air masses.

**Fujiwhara Effect:**

The tendency of two nearby [tropical cyclones](#) to rotate cyclonically about each other.

**Gale Warning:**

A warning of 1-minute sustained surface winds in the range 34 kt (39 mph or 63 km/hr) to 47 kt (54 mph or 87 km/hr) inclusive, either predicted or occurring and not directly associated with [tropical cyclones](#).

**High Wind Warning:**

A high wind warning is defined as 1-minute average surface winds of 35 kt (40 mph or 64 km/hr) or greater lasting for 1 hour or longer, or winds gusting to 50 kt (58 mph or 93 km/hr) or greater regardless of duration that are either expected or observed over land.

**Hurricane / Typhoon:**

A [tropical cyclone](#) in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

**Hurricane Local Statement:**

A public release prepared by local [National Weather Service offices](#) in or near a threatened area giving specific details for its county/parish warning area on (1) weather conditions, (2) evacuation decisions made by local officials, and (3) other precautions necessary to protect life and property.

**Hurricane Season:**

The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30. The hurricane season in the [Eastern Pacific basin](#) runs from May 15 to November 30. The hurricane season in the [Central Pacific basin](#) runs from June 1 to November 30.

**Hurricane Warning:**

An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are *expected* somewhere within the specified area in association with a [tropical](#), [subtropical](#), or [post-tropical](#) cyclone. Because hurricane preparedness activities become difficult once winds reach [tropical storm](#) force, the warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. The warning can remain in effect when dangerously high water or a combination of dangerously high water and waves continue, even though winds may be less than [hurricane](#) force.

**Hurricane Watch:**

An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are *possible* within the specified area in association with a [tropical](#), [subtropical](#), or [post-tropical](#) cyclone. Because hurricane preparedness activities become difficult once winds reach [tropical storm](#) force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical storm force winds.

**Indirect Hit:**

Generally refers to locations that do not experience a direct hit from a [tropical cyclone](#), but do experience [hurricane](#) force winds (either sustained or gusts) or tides of at least 4 feet above normal.

**Invest:**

A weather system for which a tropical cyclone forecast center (NHC, CPHC, or JTWC) is interested in collecting specialized data sets (e.g., microwave imagery) and/or running model guidance. Once a system has been designated as an invest, data collection and processing is initiated on a number of government and academic web sites, including the Naval Research Laboratory (NRL) and the University of Wisconsin Cooperative Institute for Meteorological Satellite Studies (UW-CIMSS). The designation of a system as an invest does not correspond to any particular likelihood of development of the system into a tropical cyclone; operational products such as the Tropical Weather Outlook or the JTWC/TCFA should be consulted for this purpose.

**Inundation:**

The flooding of normally dry land, primarily caused by severe weather events along the coasts, estuaries, and adjoining rivers. These storms, which include hurricanes and nor'easters, bring strong winds and heavy rains. The winds drive large waves and storm surge on shore, and heavy rains raise rivers. (A tsunami — a giant wave caused by earthquakes or volcanic eruptions under the sea or landslides into the sea — is another kind of coastal inundation, but should not be confused with storm surge.)

**Landfall:**

The intersection of the surface [center](#) of a [tropical cyclone](#) with a coastline. Because the strongest winds in a tropical cyclone are not located precisely at the center, it is possible for a cyclone's strongest winds to be experienced over land even if landfall does not occur. Similarly, it is possible for a tropical cyclone to make landfall and have its strongest winds remain over the water. Compare [direct hit](#), [indirect hit](#), and [strike](#).

**Major Hurricane:**

A [hurricane](#) that is classified as Category 3 or higher.

**National Geodetic Vertical Datum of 1929 [NGVD 1929]:**

A fixed reference adopted as a standard geodetic datum for elevations determined by leveling. The datum was derived for surveys from a general adjustment of the first-order leveling nets of both the United States and Canada. In the adjustment, mean sea level was held fixed as observed at 21 tide stations in the United States and 5 in Canada. The year indicates the time of the general adjustment. A synonym for Sea-level Datum of 1929. The geodetic datum is fixed and does not take into account the changing stands of sea level. Because there are many variables affecting sea level, and because the geodetic datum represents a best fit over a broad area, the relationship between the geodetic datum and local mean sea level is not consistent from one location to another in either time or space. For this reason, the National Geodetic Vertical Datum should not be confused with mean sea level.

**Post-storm Report:**

A report issued by a local National Weather Service office summarizing the impact of a [tropical cyclone](#) on its forecast area. These reports include information on observed winds, pressures, storm surges, rainfall, tornadoes, damage and casualties.

**Post-tropical Cyclone:**

A former tropical cyclone. This generic term describes a cyclone that no longer possesses sufficient tropical characteristics to be considered a [tropical cyclone](#). Post-tropical cyclones can continue carrying heavy rains

and high winds. Note that former tropical cyclones that have become fully [extratropical](#)...as well as [remnant lows](#)...are two classes of post-tropical cyclones.

**Preliminary Report:**

Now known as the "Tropical Cyclone Report". A report summarizing the life history and effects of an Atlantic or eastern Pacific [tropical cyclone](#). It contains a summary of the cyclone life cycle and pertinent meteorological data, including the post-analysis [best track](#) (six-hourly positions and intensities) and other meteorological statistics. It also contains a description of damage and casualties the system produced, as well as information on forecasts and warnings associated with the cyclone. NHC writes a report on every tropical cyclone in its area of responsibility.

**Present Movement:**

The best estimate of the movement of the [center](#) of a [tropical cyclone](#) at a given time and given position. This estimate does not reflect the short-period, small scale oscillations of the cyclone center.

**Radius of Maximum Winds:**

The distance from the [center](#) of a [tropical cyclone](#) to the location of the cyclone's maximum winds. In well-developed [hurricanes](#), the radius of maximum winds is generally found at the inner edge of the [eyewall](#).

**Rapid Intensification:**

An increase in the maximum sustained winds of a [tropical cyclone](#) of at least 30 kt in a 24-h period.

**Relocated:**

A term used in an [advisory](#) to indicate that a vector drawn from the preceding advisory position to the latest known position is not necessarily a reasonable representation of the cyclone's movement.

**Remnant Low:**

A [post-tropical cyclone](#) that no longer possesses the convective organization required of a [tropical cyclone](#)...and has maximum sustained winds of less than 34 knots. The term is most commonly applied to the nearly deep-convection-free swirls of stratocumulus in the eastern North Pacific.

**Saffir-Simpson Hurricane Wind Scale:**

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds:

| Category | Wind Speed (mph) | Damage                                                |
|----------|------------------|-------------------------------------------------------|
| 1        | 74 - 95          | Very dangerous winds will produce some damage         |
| 2        | 96 - 110         | Extremely dangerous winds will cause extensive damage |
| 3        | 111 - 129        | Devastating damage will occur                         |
| 4        | 130 - 156        | Catastrophic damage will occur                        |
| 5        | > 156            | Catastrophic damage will occur                        |

A detailed description of the Saffir-Simpson Hurricane Wind Scale is available at <http://www.nhc.noaa.gov/aboutsshws.php>.

**Storm Surge:**

An abnormal rise in sea level accompanying a [hurricane](#) or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the

absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

**Storm Tide:**

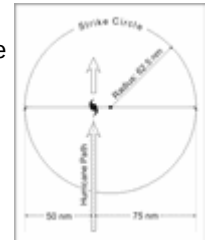
The actual level of sea water resulting from the astronomic tide combined with the [storm surge](#).

**Storm Warning:**

A warning of 1-minute sustained surface winds of 48 kt (55 mph or 88 km/hr) or greater, either predicted or occurring, not directly associated with [tropical cyclones](#).

**Strike:**

For any particular location, a [hurricane](#) strike occurs if that location passes within the hurricane's strike circle, a circle of 125 n mi diameter, centered 12.5 n mi to the right of the hurricane [center](#) (looking in the direction of motion). This circle is meant to depict the typical extent of hurricane force winds, which are approximately 75 n mi to the right of the center and 50 n mi to the left.

**Subtropical Cyclone:**

A non-frontal low-pressure system that has characteristics of both tropical and extratropical cyclones. Like tropical cyclones, they are non-frontal, synoptic-scale cyclones that originate over tropical or subtropical waters, and have a closed surface wind circulation about a well-defined center. In addition, they have organized moderate to deep convection, but lack a central dense overcast. Unlike tropical cyclones, subtropical cyclones derive a significant proportion of their energy from baroclinic sources, and are generally cold-core in the upper troposphere, often being associated with an upper-level low or trough. In comparison to [tropical cyclones](#), these systems generally have a radius of maximum winds occurring relatively far from the center (usually greater than 60 n mi), and generally have a less symmetric wind field and distribution of convection.

**Subtropical Depression:**

A [subtropical cyclone](#) in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

**Subtropical Storm:**

A [subtropical cyclone](#) in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 34 kt (39 mph or 63 km/hr) or more.

**Synoptic Track:**

[Weather reconnaissance](#) mission flown to provide vital meteorological information in data sparse ocean areas as a supplement to existing surface, radar, and satellite data. Synoptic flights better define the upper atmosphere and aid in the prediction of [tropical cyclone](#) development and movement.

**Tropical Cyclone:**

A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined [center](#). Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper troposphere. In this they differ from [extratropical](#) cyclones, which derive their energy from horizontal temperature contrasts in the atmosphere (baroclinic effects).

**Tropical Cyclone Plan of the Day:**

A coordinated mission plan that tasks operational [weather reconnaissance](#) requirements during the next 1100 to 1100 UTC day or as required, describes reconnaissance flights committed to satisfy operational and research requirements, and identifies reconnaissance requirements for the succeeding 24-hour period.

**Tropical Depression:**

A [tropical cyclone](#) in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

**Tropical Disturbance:**

A discrete tropical weather system of apparently organized convection -- generally 100 to 300 nmi in diameter -- originating in the tropics or subtropics, having a nonfrontal migratory character, and maintaining its identity for 24 hours or more. It may or may not be associated with a detectable perturbation of the wind field.

**Tropical Storm:**

A [tropical cyclone](#) in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr).

**Tropical Storm Warning:**

An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are *expected* somewhere within the specified area within 36 hours in association with a [tropical](#), [subtropical](#), or [post-tropical](#) cyclone.

**Tropical Storm Watch:**

An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are *possible* within the specified area within 48 hours in association with a [tropical](#), [subtropical](#), or [post-tropical](#) cyclone.

**Tropical Wave:**

A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere.

## Appendix J

### Coastal Storm Preparedness Operations Landfall: **5 Days Out**

| Describe the Operation                                                                                                                                                                                                                                                                                                                                  | Who is the specific person needed for the operation? | Approx # of staff needed. | Approx time required to complete the task. | Specific Equipment Needed |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------|--------------------------------------------|---------------------------|
| Make sure all necessary equipment to remove beach facilities is in good operating condition                                                                                                                                                                                                                                                             | Maintenance                                          |                           |                                            |                           |
| Inspect and operate all generators                                                                                                                                                                                                                                                                                                                      | Maintenance                                          |                           |                                            |                           |
| Obtain authorization to work overtime for storm preparation                                                                                                                                                                                                                                                                                             | Maintenance Supervisor                               |                           |                                            |                           |
| Discontinue project work and prepare site for storm - stabilize in place (if practical) & remove supplies and materials to the maintenance area on the main land                                                                                                                                                                                        | Maintenance                                          |                           |                                            |                           |
| Make arrangements with Interp Division to move naturalist shack and kayak trailer in VA district                                                                                                                                                                                                                                                        | Maintenance Supervisor                               |                           |                                            |                           |
| Obtain authorization to haul sewage to NASA WWTP @ Wallops Island                                                                                                                                                                                                                                                                                       | Maintenance Supervisor                               |                           |                                            |                           |
| Prioritize current projects that need to be addressed prior to storm: shoreline mapping, cross-island topographic profiles, survey of the North End storm berm, removal of north end regulatory signs, OSV closure posts and regulatory signs, OSV route boundary and road posts, marsh restoration skids and temp roadway pieces, at-risk electronics. | Resources Management Project supervisors             | 5                         | 1                                          |                           |
| VA District-Check interp batteries for portable air pumps, flashlights, cameras. Charge batteries. Purchase D batteries if needed.                                                                                                                                                                                                                      | Interp, Gretchen Knapp if purchase needed            | 1                         |                                            |                           |
| Resource management garages: Check out and stage generators, chain saws, power branch saws, water pump, PPE, accessories and fuel/lubricants.                                                                                                                                                                                                           | Resource Management                                  |                           |                                            |                           |

## Coastal Storm Preparedness Operations Landfall: 4 Days Out

| Describe the Operation                                                                                                                                                | Who is the specific person needed for the operation?      | Approx # of staff needed. | Approx time required to complete the task. | Specific Equipment Needed            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------|--------------------------------------------|--------------------------------------|
| Put alert on park webpage - with Interp. assistance                                                                                                                   | Liz                                                       | 1                         | 15 min                                     | NPS computer                         |
| Contact Rec.gov, initiate camper refunds in full, put alert on rec.gov webpage indicating closures, cancel future reservations                                        | Ryan                                                      |                           |                                            |                                      |
| VA District-Collect and test portable air pumps.                                                                                                                      | interp                                                    | 1                         | 30 min                                     |                                      |
| VA District-Gas in interp vehicles                                                                                                                                    | interp                                                    | 1                         | 1                                          |                                      |
| Secure the Coast Guard Station-inspect windows, doors, and gutters - remove any loose objects that could become airborne during a wind event                          | Maintenance                                               |                           |                                            |                                      |
| Close the area of parking lot #2 from the center point crossover at the southern end of the split rail 2 @ parking lot #3 to be used as the staging area              | Maintenance                                               |                           |                                            |                                      |
| Stage the loader, backhoe, road tractor w/step deck, and skid steer in the staging area                                                                               | Maintenance                                               |                           |                                            |                                      |
| Discontinue active monitoring and management programs: remove valuable and/or hazardous materials from island work sites, secure tools and equipment and secure data. | Resources Management                                      |                           |                                            |                                      |
| Coordinate with maintenance: removal of VA district naturalist shack, firewood box, kayak trailer, canoe/kayak/water pump under VC                                    | Gretchen Knapp                                            | 1                         |                                            |                                      |
| Inform researchers that any/all equipment must be removed by noon Day 3.                                                                                              | Hulslander                                                |                           |                                            |                                      |
| Conduct pre-storm oceanic shoreline survey                                                                                                                            | Kramer                                                    | 1                         | 6                                          | ATV                                  |
| Remove temporary roadway and/or logging skids from marsh and stack and secure in an upland storage area. Day 1 of 2.                                                  | Rick Bauer or other equipment operator, plus 2 assistants | 3                         | 16                                         | 4x4 pick-up, CAT skid steer, Morroka |
| Store hard data, sensitive materials and official property and back-up electronic data                                                                                | Resources Management                                      |                           |                                            |                                      |

## Coastal Storm Preparedness Operations Landfall: 4 Days Out (continued)

| Describe the Operation                                                                                                                                                                                                                             | Who is the specific person needed for the operation?              | Approx # of staff needed. | Approx time required to complete the task. | Specific Equipment Needed               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------|--------------------------------------------|-----------------------------------------|
| VA District-Contact CBFS and/or MD district to check availability of housing VA district aquarium organisms                                                                                                                                        | interp                                                            | 1                         | 15 min                                     |                                         |
| Management team provides a list of structures, facilities, equipment to photograph for pre-storm documentation.                                                                                                                                    | Management team                                                   |                           |                                            |                                         |
| Hold safety meeting with crew, and update them on storm track.                                                                                                                                                                                     | All                                                               |                           |                                            |                                         |
| The Maintenance Mechanic Supervisor will be on the Island and at the maintenance garage to give direction where needed. He will be coordinating efforts with FWS and the ASIS Maryland, attending meetings, and participating in conference calls. | Maintenance Supervisor                                            |                           |                                            |                                         |
| Post alerts on website, Facebook and Twitter                                                                                                                                                                                                       | Gretchen or Kelly                                                 | 1                         | 30 min                                     | NPS computer                            |
| Notify Backcountry campers                                                                                                                                                                                                                         | LE & Fees                                                         | 2                         | 3                                          |                                         |
| (One MVO -seven-Class B)<br>Pumping and hauling sewage to NASA WWTP @ Wallops Island, if unable to haul to NASA, we will have to use the Snow Hill WWTP.<br>Backfill tanks with fresh water as they are pumped.                                    | MVO-7                                                             |                           |                                            |                                         |
| Download and service all water based continuous monitoring equipment including: Tide stations, water quality loggers, etc. This task will ideally be done prior to activation of ICS depending upon how rapidly the storm develops.                | Casey Nolan or other Aquatic tech/Boat opr                        | 1                         | 4                                          | Vessel, (23' Maycraft), Tow vehicle     |
| Remove heavy equipment, attachments, supply trailer, generator, and chainsaw from salt-marsh restoration site. Service, fuel and re-locate equipment to assigned storage/staging areas.                                                            | Rick Bauer or other equipment operator, plus 2 assistants/drivers | 3                         | 12 (Day 1 of 2)                            | 4x4 pick-up x2, CAT skid steer, Morroka |

## Coastal Storm Preparedness Operations Landfall: 3 Days Out

| Describe the Operation                                                                                                                                                                                                                             | Who is the specific person needed for the operation? | Approx # of staff needed. | Approx. time required to complete the task | Specific Equipment Needed                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------|--------------------------------------------|--------------------------------------------|
| Hold safety meeting with crew, and update them on storm track.                                                                                                                                                                                     | All                                                  |                           |                                            |                                            |
| The Maintenance Mechanic Supervisor will be on the Island and at the maintenance garage to give direction where needed. He will be coordinating efforts with FWS and the ASIS Maryland, attending meetings, and participating in conference calls. | Maintenance Supervisor                               |                           |                                            |                                            |
| (One MVO -seven-Class B) Will be pumping and hauling sewage to NASA WWTP @ Wallops Island. If unable to haul to NASA, we will have to use the Snow Hill WWTP (which will add 1 day to the time needed). Backfill tanks with fresh water            | Maintenance                                          |                           |                                            |                                            |
| Pull the four PV trailers into the staging area to be taken to the maintenance garage at the end of the shift. Utilize pickup trucks that are on site.                                                                                             | Maintenance                                          |                           |                                            |                                            |
| Load and haul the naturalist shack in VA district.                                                                                                                                                                                                 | Maintenance                                          |                           |                                            |                                            |
| Pull the kayak trailer to the staging area in VA district.                                                                                                                                                                                         | Interp                                               |                           |                                            |                                            |
| Pull the saltwater pump under the Toms Cove Visitor Center.                                                                                                                                                                                        | Interp                                               |                           |                                            |                                            |
| Photograph (per management team list) buildings, roads, lots, landscape, boardwalks, front/backcountry campgrounds (with GPS points?).                                                                                                             | Skilled in photography (and GPS data).               | 2                         | 6                                          | High quality digital cameras and GPS units |
| VA district - photos of Toms Cove VC, parking lots, buildings, etc. Download to computer and make backup                                                                                                                                           | Interp                                               | 1 or 2                    | 2                                          | park cameras                               |
| VA district - Pull fishing rods out of naturalist shack if it is being left in place. Store in truck or VC                                                                                                                                         | Interp                                               | 1                         | 30 min                                     |                                            |
| VA interp – staff back up files                                                                                                                                                                                                                    | Interp                                               |                           |                                            |                                            |
| Remove temporary roadway and/or logging skids from marsh and stack and secure in upland storage area.                                                                                                                                              | Equipment operator, plus 2 assistants                | 3                         | 16 (day 2 of 2)                            | 4x4 pick-up, CAT skid steer, Morroka       |
| Remove heavy equipment, attachments, supply trailer,                                                                                                                                                                                               | Rick Bauer or other equipment                        | 3                         | 12 (Day 1 of 2)                            | 4x4 pick-up x2, CAT skid steer,            |

|                                                                                                                                                                              |                                     |   |         |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---|---------|----------|
| generator, and chainsaw from salt-marsh restoration site. Service, fuel and re-locate equipment to assigned storage/staging areas.                                           | operator, plus 2 assistants/drivers |   |         | Morroka  |
| Complete ATV survey of North End constructed berm.                                                                                                                           | GPS Tech                            | 1 | 4       | ATV      |
| ( One MVO-seven-Class A, one Class B and EE Operator)to load the step deck and stake body. Utilize both step deck trailers by drop and hook at the maintenance garage.       | Maintenance                         |   |         |          |
| Move the remainder of the parking lot #1 facilities to the staging area.                                                                                                     |                                     |   |         |          |
| Continue to load the step deck and stake body                                                                                                                                |                                     |   |         |          |
| Anchor Duck Blinds                                                                                                                                                           | 4, Morton                           | 4 |         |          |
| Know partner contacts (Eastern National).                                                                                                                                    | Eastern                             | 1 | 30 min  | none     |
| Review phone list and emergency contact numbers with all staff (Eastern National)                                                                                            | Eastern                             | 1 | 15 min  | computer |
| <u>Keep Principal Office informed of events (see Eastern National hurricane procedures)</u>                                                                                  | Eastern                             | 1 | 4 hours |          |
| Stage Barricades And Traffic cones for closures                                                                                                                              |                                     |   |         |          |
| VA Interp - remove or secure kayak and canoe under VC                                                                                                                        | interp/maint                        | 2 | 15 min  |          |
| ATV's (4), 2 ATV trailers serviced & prepped with carrying boxes/straps. Stage (ATV) PPE equipment, trailer straps, loading ramps, towing hardware, spare fuel containers. . | Jack Kumer                          | 2 | 5       |          |
| UTV serviced and prepped with necessary equipment for post-storm work. Stage PPE, transport straps, gear straps. Arrange for transport off site.                             | J Chase                             |   |         |          |
| Complete pre-storm cross-island topographic profiles.                                                                                                                        | GPS Tech                            | 1 | 12      |          |

## Coastal Storm Preparedness Operations Landfall: 3 Days Out (continued)

| Describe the Operation                                                                                                                                                                                                                                                                              | Who is the specific person needed for the operation?   | Approx # of staff needed. | Approx time required to complete the task. | Specific Equipment Needed               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------|--------------------------------------------|-----------------------------------------|
| Remove heavy equipment, attachments, supply trailer, generator, and chainsaw from salt-marsh restoration site. Service, fuel and re-locate equipment to assigned storage/staging areas. Day 2 of 2.                                                                                                 | Rick Bauer or other equip operator, + 2 assist/drivers | 3                         | 12                                         | 4x4 pick-up x2, CAT skid steer, Morroka |
| Download and service all land-based continuous monitoring equipment, including: pond monitors, groundwater monitors, rain gauges, weather station (RAWS), air quality station (NADP), etc. This task will ideally be done prior to activation of ICS depending upon how rapidly the storm develops. | Aquatic tech and any tech                              | 2                         | 8                                          | 4x4 pickup                              |
| One Ground Person to stay at the maintenance garage to unload trailers and roll up straps.                                                                                                                                                                                                          |                                                        |                           |                                            |                                         |
| Continue to load the step deck and stake body.                                                                                                                                                                                                                                                      |                                                        |                           |                                            |                                         |
| Re-inspect and photo document the condition of the Coast Guard Station.                                                                                                                                                                                                                             |                                                        |                           |                                            |                                         |
| Photo document the condition of the parking lots.                                                                                                                                                                                                                                                   |                                                        |                           |                                            |                                         |
| Re-inspect and photo document the condition of the VC (check for any loose items under the VC).                                                                                                                                                                                                     |                                                        |                           |                                            |                                         |
| Install "WATSON POST" @ all tank, bench mark, and water line locations                                                                                                                                                                                                                              |                                                        |                           |                                            |                                         |
| All facilities should be removed for the beach front by the end of shift on day three of operations.                                                                                                                                                                                                |                                                        |                           |                                            |                                         |
| Assist Tom's Cove Visitor Center with closure                                                                                                                                                                                                                                                       | Clark                                                  | 2                         | 2                                          | Plastic Garbage bags and duct tape      |
| Evacuate campgrounds including camp hosts                                                                                                                                                                                                                                                           | fee staff                                              |                           |                                            |                                         |
| Move accountable stock from e-stations to the remit safe                                                                                                                                                                                                                                            | fee staff                                              |                           |                                            |                                         |
| Remove golf carts from the island - all fee staff                                                                                                                                                                                                                                                   |                                                        |                           |                                            |                                         |
| Barricade campgrounds when they become vacant                                                                                                                                                                                                                                                       | LE                                                     | 2                         | 2                                          |                                         |
| Remove ATV from the island - available protection staff                                                                                                                                                                                                                                             | LE                                                     | 1                         | 1                                          |                                         |
| Remove and store selected signs: OSV Exit sign, etc.                                                                                                                                                                                                                                                | LE                                                     | 2                         | 3                                          |                                         |

## Coastal Storm Preparedness Operations Landfall: 3 Days Out (continued)

| Describe the Operation                                                                                                                                                          | Who is the specific person needed for the operation? | Approx # of staff needed. | Approx time required to complete the task. | Specific Equipment Needed |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------|--------------------------------------------|---------------------------|
| Board up windows at Visitor Contact Station – assist maintenance – all protection staff Remove all files from the ranger station – all protection staff                         | LE                                                   | 4                         | 4                                          |                           |
| Remove ATV from the island - available protection staff                                                                                                                         | Liz + seasonal + Bill Hulslander                     |                           |                                            |                           |
| Service/fuel/supply all NRM vehicles                                                                                                                                            |                                                      |                           |                                            |                           |
| Service/fuel/supply all NRM vessels and trailers. Ethanol free fuel only in boats. Fill spare boat fuel containers with ethanol free fuel.                                      | Aquatic tech                                         |                           |                                            |                           |
| Prep and stage all field equipment and supplies necessary to complete post-storm assessments.                                                                                   | Aquatic tech                                         | 1                         | 2                                          |                           |
| Stage general 1st aid supplies, post-storm PPE, bug repellent, sun screen for post-storm use                                                                                    | Jonathan Chase                                       | 1                         | 2                                          |                           |
| Fill and stage supply of 5 gal potable water containers for post storm use. Stage supply of water bottles and cups                                                              | Jonathan Chase                                       | 1                         | 1                                          |                           |
| Stage MRE's, electrolyte mixes, and beverage dispensers                                                                                                                         | Jonathan Chase                                       | 1                         | 1                                          |                           |
| Stage materials for initial recovery: tarps, tapes, rope, straps, plastic sheeting, connection hardware (nail/screws), caulk/glue.                                              | RM staff                                             |                           |                                            |                           |
| Stage general hand tools: saws, pruners, demolition bars, hammers, pliers, screw-head tools, lubricants, handi-jacks                                                            | RM staff                                             |                           |                                            |                           |
| Stage battery and power tools for basic carpentry.                                                                                                                              | RM staff                                             |                           |                                            |                           |
| Stage power generators, water pump and chainsaws, PPE, fuel, accessories for each.                                                                                              | RM staff                                             |                           |                                            |                           |
| Resource management staff secure personal and group work spaces in RM building. All workspaces, computers and property storm-ready at end of day 3.                             |                                                      |                           |                                            |                           |
| Ground personnel that are not needed to remove RomTechs and cabanas should start pulling signs and split rail fence (brown info. signs and others of high value have priority). |                                                      |                           |                                            |                           |
| One Ground Person to stay at the maintenance garage to unload trailers and roll up straps.                                                                                      |                                                      |                           |                                            |                           |
| Continue to move facilities to the staging area.                                                                                                                                |                                                      |                           |                                            |                           |
| Continue to load the step deck and stake body.                                                                                                                                  |                                                      |                           |                                            |                           |
| Ground personnel that are not needed to remove romtechs and cabanas should start pulling signs and split rail fence (brown info and high value signs have priority).            |                                                      |                           |                                            |                           |
| Removal of OSV regulatory and directional signs (LE & VU)                                                                                                                       | LE & VUA                                             | 2                         | 4                                          |                           |
| Remove OSV route boundary posts once the route is closed to public use.                                                                                                         | LE & VUA                                             | 6                         | 8                                          |                           |

|                                                                                                                                                      |                    |   |        |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---|--------|-----------------|
| USLSS Boathouse Inventory and remove items and store at HQ                                                                                           | Interp seasonal    | 2 | 1 hour | pickup truck    |
| USLSS Boathouse Cover windows with precut boards stored in back of building.                                                                         | Interp seasonal    | 2 | 15 min |                 |
| USLSS Boathouse Secure all doors set alarm.                                                                                                          | Interp seasonal    | 2 | 5 min  |                 |
| Naturalist Shack/Equipment remove valuable equipment if necessary.                                                                                   | Interp seasonal    | 1 | 30 min | pickup truck    |
| Naturalist Shack/Equipment paddles, pfds go into kayak trailer to be hauled off                                                                      | Interp seasonal    | 1 | 30 min | pickup truck    |
| Naturalist Shack/Equipment remove campfire box & program signs and put in bone yard, if necessary                                                    | 2 Interp seasonals | 2 | 1 hour | pickup truck    |
| Have closing and opening phone message written and approved                                                                                          | Liz                | 1 | 15 min |                 |
| MD VC - photo document all VC exhibits and office space, VC exterior, OFL, all trails                                                                | Interp seasonal    | 1 | 3 hrs  | interp camera   |
| Process as much sewage as possible                                                                                                                   |                    |   |        |                 |
| Ensure all items are secured around housing units                                                                                                    |                    |   |        |                 |
| Ensure all items are secured around maintenance shop                                                                                                 |                    |   |        |                 |
| Begin to remove all wheelchair storage shed to the boneyard                                                                                          |                    |   |        |                 |
| Remove interp personnel files - Toms Cove VC                                                                                                         | Gretchen           | 1 | 15 min | boxes for files |
| VA VC - Remove Interp sensitive/valuable property/documents from VC to predetermined location                                                        | interp             |   |        |                 |
| VA VC - clean out fridge                                                                                                                             | interp             | 1 | 30 min |                 |
| VA VC - move most of clams/fish food to maint compound if necessary                                                                                  | interp             | 1 | 1      |                 |
| VA VC - Count donation box                                                                                                                           | interp & Vicki     | 2 | 30 min |                 |
| VA VC - No more fees collected at COB                                                                                                                | interp             |   |        |                 |
| Remove regulatory signs and posts from North End (Wildlife). Do after the north end is closed to public use. Unload and store signs inside building. | Wildlife tech      | 4 | 8      |                 |
| Ensure all items are secured around the Garage, sheds and HQ back field.                                                                             |                    |   |        |                 |

## Coastal Storm Preparedness Operations Landfall: 3 Days Out (continued)

| Describe the Operation                                                                                                                                                                  | Who is the specific person needed for the operation? | Approx # of staff needed. | Approx time required to complete the task. | Specific Equip Needed   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------|--------------------------------------------|-------------------------|
| Remove personal items of value Secure inter files in locking fire safe file cabinets in offices: esp. personnel records, credit card records, current year fiscal records if necessary. |                                                      |                           |                                            |                         |
| Check with maintenance for removal of kayak trailer from Ferry Landing.                                                                                                                 | Interp/Education                                     | 1                         | 30 min                                     | pickup truck with hitch |
| No more fee's collected after C.O.B.                                                                                                                                                    |                                                      |                           |                                            |                         |
| Lifeguards will remove information signs and secure in trailer                                                                                                                          | Head lifeguards                                      | 3                         |                                            |                         |
| Lifeguards will remove equipment and store in trailer                                                                                                                                   | Lifeguards                                           | 3                         |                                            |                         |
| One ATV/Rescue trailer at each district will be kept ready and fully equipped. VA Location will be USFWS LE Garage. MD Location will be Lifeguard trailer- Bone Yard                    | Head Lifeguard                                       |                           |                                            |                         |
| Chief lifeguards pertinent office equipment will be secured in trailer. Remaining office equipment will be covered with plastic bags and duct taped                                     | Clark                                                | 1                         | 1                                          |                         |
| Files secured and data backed up                                                                                                                                                        | Clark                                                | 1                         | 1                                          |                         |
| Hold safety meeting with crew, and update them on storm track.                                                                                                                          | Clark                                                | 1                         | 1                                          |                         |
| Begin to empty and remove all recycling dumpsters to staging area                                                                                                                       |                                                      |                           |                                            |                         |
| Begin to empty and remove all trash dumpsters to staging area                                                                                                                           |                                                      |                           |                                            |                         |
| Fill generator diesel tank                                                                                                                                                              |                                                      |                           |                                            |                         |
| Remove signs and store in the boneyard                                                                                                                                                  |                                                      |                           |                                            |                         |
| Secure all items in the boneyard                                                                                                                                                        |                                                      |                           |                                            |                         |
| Remove lifeguard operations to the boneyard. Pull Trailer to Bone Yard, Remove all Towers. VA and MD                                                                                    | Clark and Maintenance                                | 2                         | 2                                          | Loader, f-250           |
| Load park data layers onto GPS units. Stage NPS GPS units                                                                                                                               | GIS technician                                       | 1                         | 1                                          |                         |
| Stage survey and mapping grade GPS gear, cameras, radios, chargers, batteries, memory devices, power cords, battery chargers in GIS office.                                             | GIS technician                                       | 1                         | 4                                          |                         |
| Service/fuel/supply all NRM vehicles                                                                                                                                                    |                                                      |                           |                                            |                         |
| Service/fuel/supply all NRM vessels and trailers. Ethanol free fuel only in boats. Fill spare boat fuel containers with ethanol free fuel.                                              | Aquatic tech                                         |                           |                                            |                         |
| Prep and stage all field equipment and supplies necessary to complete post-storm assessments.                                                                                           | Aquatic tech                                         | 1                         | 2                                          |                         |
| Stage general 1st aid supplies, post-storm PPE, bug repellent, sun screen for post-storm use                                                                                            | Jonathan Chase                                       | 1                         | 2                                          |                         |
| Fill and stage supply of 5 gal potable water containers for post storm use. Stage supply of water bottles and cups                                                                      | Jonathan Chase                                       | 1                         | 1                                          |                         |
| Stage MRE's, electrolyte mixes, and beverage dispensers                                                                                                                                 | Jonathan Chase                                       | 1                         | 1                                          |                         |
| Stage materials for initial recovery: tarps, tapes, rope, straps, plastic sheeting, connection hardware (nail/screws), caulk/glue.                                                      | RM staff                                             |                           |                                            |                         |

|                                                                                                                                                     |          |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|--|--|
| Stage general hand tools: saws, pruners, demolition bars, hammers, pliers, screw-head tools, lubricants, handi-jacks                                | RM staff |  |  |  |
| Stage battery and power tools for basic carpentry.                                                                                                  | RM staff |  |  |  |
| Stage power generators, water pump and chainsaws, PPE, fuel, accessories for each.                                                                  | RM staff |  |  |  |
| Resource management staff secure personal and group work spaces in RM building. All workspaces, computers and property storm-ready at end of day 3. |          |  |  |  |

## Coastal Storm Preparedness Operations Landfall: 2 Days Out

| <b>Describe the Operation</b>                                                                                                                                                                                                                      | <b>Who is the specific person needed for the operation?</b> | <b>Approx # of staff needed.</b> | <b>Approx time required to complete the task.</b> | <b>Specific Equip Needed</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------|---------------------------------------------------|------------------------------|
| Hold safety meeting with crew, and update them on storm track.                                                                                                                                                                                     |                                                             |                                  |                                                   |                              |
| Inform crew of call-in procedures and the expectations of the Park for post storm.                                                                                                                                                                 |                                                             |                                  |                                                   |                              |
| The Maintenance Mechanic Supervisor will be on the Island and at the maintenance garage to give direction where needed. He will be coordinating efforts with FWS and the ASIS Maryland, attending meetings, and participating in conference calls. |                                                             |                                  |                                                   |                              |
| Complete pumping and back filling tanks with fresh water.                                                                                                                                                                                          |                                                             |                                  |                                                   |                              |
| Secure the buildings and facilities at the maintenance garage.                                                                                                                                                                                     |                                                             |                                  |                                                   |                              |
| Top off the fuel tanks on all vehicles including the diesel bulk tanks.                                                                                                                                                                            |                                                             |                                  |                                                   |                              |
| Load chain saws, generators, ropes, chains, and hand tools into trucks.                                                                                                                                                                            |                                                             |                                  |                                                   |                              |
| Photo document the condition of the maintenance garage and the storage areas associated with it.                                                                                                                                                   |                                                             |                                  |                                                   |                              |
| Assist other divisions with any uncompleted preparations                                                                                                                                                                                           |                                                             |                                  |                                                   |                              |
| Evacuate campgrounds including camp hosts – all fee staff and camp hosts                                                                                                                                                                           |                                                             |                                  |                                                   |                              |
| MD VC Consider releasing fish and larger invertebrates                                                                                                                                                                                             | Interp/Education                                            | 2                                | 1 hour                                            |                              |
| Remove park vehicles from the island - all fee staff                                                                                                                                                                                               |                                                             |                                  |                                                   |                              |
| Remove golf carts from the island - all fee staff                                                                                                                                                                                                  |                                                             |                                  |                                                   |                              |
| Do a bank deposit and transport to bank - Remitter                                                                                                                                                                                                 |                                                             |                                  |                                                   |                              |
| Move accountable stock from e stations to remit safe - all fee staff                                                                                                                                                                               |                                                             |                                  |                                                   |                              |
| Unplug electronics – all fee staff                                                                                                                                                                                                                 |                                                             |                                  |                                                   |                              |

|                                                                                                                                                                             |               |   |   |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---|---|-----------|
| Barricade Old Ferry landing Road – available protection staff                                                                                                               |               |   |   |           |
| Staggered barricade of Bayberry Drive as closures come into effect – all protection staff Input payroll for current pay period and the next pay period                      | LE, Ramsey    | 2 | 1 |           |
| Backup Computers                                                                                                                                                            |               |   |   |           |
| Remove all LE equipment from the island to secure mainland location – all protection staff                                                                                  | LE, Ramsey    | 3 | 4 | 2 drivers |
| Remove boats (Whaler, Shoalwater, Zodiac) from the island – all protection staff                                                                                            | LE, Ramsey    | 3 | 4 | 2 drivers |
| Coordinate with Maryland DNR/WCSO to let them know erect barricade on 611 near ASP headquarters area – all protection staff                                                 | LE, Condron   | 4 | 2 |           |
| Remove all merchandise from the store and secure it in the dry storage room on skids.                                                                                       |               |   |   |           |
| Print up park closure notice for posting in the front door of the visitor center as approved. MD VC Bring tables, chairs and bench off back deck into lunchroom             |               |   |   |           |
| Open and secure backcountry cable gates                                                                                                                                     | 1             | 1 | 1 |           |
| Complete offsite resource management server backup.                                                                                                                         | Neil Winn     | 1 | 2 |           |
| Secure GIS computer and server                                                                                                                                              | GIS Tech      | 1 | 3 |           |
| Load crew cab pick-up truck with GIS ATV/ramp/PPE, survey/mapping GPS equipment, related electronics.                                                                       | Neil Winn     | 1 | 4 |           |
| Load full-bed pick-up with ATV, pulling the ATV trailer with two ATVs, additional fuel, PPE, ramps for truck and boat loading, general 1st response tools..                 | ATV ops       |   |   |           |
| Load three trucks with trailered RM boats, one vehicle must be loaded with all field equipment and supplies necessary to complete post-storm water/well/weather assessments | Aquatic staff |   |   |           |
| Load truck with UTV on trailer, with associated PPE equipment.                                                                                                              |               |   |   |           |
| Load truck with all staged 1st aid supplies, safety and PPE equipment, MRE's, electrolytes, filled 5 gal potable water containers, assorted personal water containers.      | Chase         |   |   |           |
| Load RM truck with generator, appro. extension cords, power and battery operated tools, general demolition/repair tools and hardware.                                       |               |   |   |           |
| Load RM truck with general hand tools, building/repair materials (hardware, tarps, ropes, chains, water pump, ) for initial repair/response.                                |               |   |   |           |
| Move all RM trucks, OHV's, trailers, boats off site to storm staging area.                                                                                                  |               |   |   |           |

|                                                                                                                                                                         |                    |   |        |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---|--------|-----------------------|
| Boat/UTV/ATV/trailer lock keys kept with original transfer vehicles. Vehicle keys kept with assigned drivers. Copy of spare keys for all are kept by (WHO) on ICS team. |                    | 1 | 1      |                       |
| Lock secure items in VC shed: bikes, generator, equipment                                                                                                               | interp seas        | 1 | 30 min |                       |
| Interp/EE trailer needs to be secured and/or moved.                                                                                                                     | Interp. seasonal   | 1 | 30 min | pickup truck if moved |
| Gas up interp vehicles and move to a secure location.                                                                                                                   | interp seas        | 2 | 30 min |                       |
| MD VC Cover computers, monitors and scanner at VC front desk and VC office.                                                                                             | interp seas        | 1 | 30 min |                       |
| MD VC Cover content of fee collection office with tarp.                                                                                                                 | interp seas        | 1 | 15 min |                       |
| MD VC Cover all exhibits with plastic.                                                                                                                                  | interp seas        | 2 | 1 hour |                       |
| MD VC Stack theater chairs and put tarp on floor. Raise projection screen.                                                                                              | interp seas        | 1 | 15     |                       |
| MD VC Empty donation box. Secure/count money or transfer to HQ.                                                                                                         | 2 interp seasonals | 2 | 1 hour |                       |
| MD VC Check locks and lower hurricane shutters.                                                                                                                         | Interp             | 1 | 15 min |                       |
| MD VC Bring in rockers.                                                                                                                                                 | interp seas        | 1 | 15 min |                       |
| Change message sign on rt. 611                                                                                                                                          | Kelly Taylor       | 1 | 15 min | computer              |
| MD VC Lock restrooms.                                                                                                                                                   | interp seas        | 1 | 15 min |                       |
| MD VC Feed aquaria before closing for storm. Nick is official aquarium caregiver                                                                                        | interp seas        | 1 | 15 min |                       |
| MD VC Check water levels and filtration.                                                                                                                                | Interp seasonal    | 1 | 30 min |                       |
| Charge and protect all handhelds radios                                                                                                                                 |                    |   |        |                       |
| Secure all monies/take offsite from MD VC and Ranger Station.                                                                                                           |                    |   |        |                       |
| Office contents and computers covered and protected.                                                                                                                    |                    |   |        |                       |
| Have staff record on the Cisco IP Phone system.                                                                                                                         |                    |   |        |                       |
| Coordinate with fee supervisor to secure funds and accountable stock.                                                                                                   |                    |   |        |                       |
| Secure Lifeguards trailers and pull to a safe location                                                                                                                  | Clark              | 1 | 1      | F-250                 |
| Inform crew of call-in procedures and the expectations of the Park for post storm.                                                                                      |                    |   |        |                       |
| Begin to move all picnic tables and grills on Oceanside to the staging area                                                                                             |                    |   |        |                       |
| Turn off power to the air stations                                                                                                                                      |                    |   |        |                       |
| Turn off electric to the OSV gates                                                                                                                                      |                    |   |        |                       |

|                                                                                                                                                                                                     |                       |   |        |                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---|--------|----------------------------|
| Secure all bathroom and shower doors                                                                                                                                                                |                       |   |        |                            |
| Turn off all water at Island water plant                                                                                                                                                            |                       |   |        |                            |
| Turn off power to wells on island                                                                                                                                                                   |                       |   |        |                            |
| Fill barricades with water at all closures                                                                                                                                                          | Truck/ Trailer Driver | 2 | 5      | trailer                    |
| Copy important items onto a USB drive to be taken with persons                                                                                                                                      |                       |   |        |                            |
| Secure VA District computers and server, router                                                                                                                                                     |                       |   |        |                            |
| VA VC - Set up portable air pumps on aquariums.                                                                                                                                                     | interp                | 1 | 30 min |                            |
| VA District - Move interp vehicles to secure location (lighthouse or mainland)                                                                                                                      | interp                | 2 | 30 min |                            |
| Release/move aquarium organisms - VA district                                                                                                                                                       | interp                | 2 | 1      | buckets, portable aerators |
| VA VC - Remove cameras, cell phones & chargers, radios & chargers, tools to secure, accessible location                                                                                             | interp                | 1 | 30 min |                            |
| VA VC - Remove shoes, equipment from back porch. Bring rocking chairs in from side deck. Remove overnight fishing clipboard from outside kiosk. Remove non laminated material from outside VC kiosk | interp                | 1 | 1      |                            |
| Remove wildlife/plant management signs and posts from the OSV zone. Done after area is closed to public use. Unload into a shed.                                                                    |                       | 4 | 4      |                            |
| VA VC - set up emergency phone or fax line                                                                                                                                                          | interp                | 1 | 10 min |                            |

## Coastal Storm Preparedness Operations Landfall: **1 Day Out**

| <b>Describe the Operation</b>                                                                                  | <b>Who is the specific person needed for the operation?</b> | <b>Approx # of staff needed.</b> | <b>Approx time required to complete the task.</b> |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------|---------------------------------------------------|
| Employee preparation day.                                                                                      |                                                             |                                  |                                                   |
| Contact all employees to ensure that they have the help they need to get their property secured for the storm. |                                                             |                                  |                                                   |
| Shut down WWTP after all employees have left                                                                   |                                                             |                                  |                                                   |
| Shut down water plant after all employees have left                                                            |                                                             |                                  |                                                   |