

Hurricane Procedures

Courtesy Boynton Beach, FL Source: ICMA.org

Preseason

1. Review all hurricane inventories, and bring minimum up to levels.
(Dominic DeMauro) to be completed prior to May 15th.
2. Purchase and secure E.O.C Supplies, have merchandise shrink wrapped and stored on pallet rack (Dominic DeMauro)
3. Purchase bottled water and shrink-wrap it on a pallet.

Increased Readiness Action Period **48-72 Hours before landfall**

1. Review emergency plans and procedures with warehouse personnel.
(Dominic DeMauro)
2. Secure lower level inventory for possible flooding.
(Mike Dauta , Nathan Smith and Rodney Vicki.)
3. Cover city records in storage with visqueen.
(Nathan Smith and Rodney Vicki.)
4. Contact publix that food will be picked up with in the next 12 hours.
(Dominic DeMauro.)
5. Test batteries in the forklift.
(Britt Pait)
6. Fuel Truck
(Rodney Vicki.)

Hurricane Watch **24-36 Hours Before Landfall**

All merchandise will be issued during hurricane warning only. Departments cannot pick up supplies until then.

1. Pull all hurricane stock orders for all departments and E.O.C .
(Dominic DeMauro, Nathan Smith, Rodney Vicki, Michael Dauta.)
2. Move file cabinets away from doorway and cover computer.
(Britt Pait, Nathan Smith.)
3. Make sure Warehouse 2 is secure.
(Mike Dauta, Rodney Vicki)

4. Contact department Procurement officers with their scheduled pick up time. Departments will be contacted by phone in a timely manner 20 -30 minutes apart in the following order.(Dominic DeMauro and Michael Dauta)
 - E.O.C offices
 - Police
 - Fire
 - Facilities Management and City Hall
 - Public works
 - Recreation
 - Parks
 - Utilities and Library
 - Golf Course

Hurricane Warning
12-24 Hours Before Landfall

1. Move merchandise in from gated area.
(Michael Dauta and Britt Pait)
2. Have packer garbage truck parked in front of warehouse receiving door.
(Michael Dauta)
3. Secure Warehouse after final preparation is completed and release staff.
(Dominic DeMauro)

All clear – Post Storm

Everyone must report to warehouse 1 immediately following the storm. When conditions are safe and daylight first shines.

1. Reopen WH2 to assist Utilities with down pump stations, pumps and pipe supplies.
(Mike Dauta, Rodney Vicki)
2. Contact Utility vendors for items needed to keep well and lift stations in working order.
(Dominic DeMauro)
3. Reopen main WH for supplies for emergency crews (Public Works, Risk Management, Roads & Streets, etc..) and medical supplies for Fire.
(Nathan Smith, Britt Pait & Dominic DeMauro)
4. Once emergency equipment and supplies are distributed from stock, begin purchasing and bringing inventory back to normal levels.
(Mike Dauta, Dominic DeMauro)

Equipment

1. Pickup Truck
2. Van
3. Car
4. Fork Lift
5. Pallet Jack

Warehouse Stock Orders per Department

City Attorney

Item Number	Quantity	Description
485-075-00003	1	Trash bags
445-026-00006	6	6 Volt Batteries
445-061-00001	3	6 Volt Flashlights
445-088-00002	2	Duct Tape
200-041-00144	1	First Aid Kits

City Clerk

Item Number	Quantity	Description
485-075-00003	1	Trash bags
445-026-00006	6	6 Volt Batteries
445-061-00001	3	6 Volt Flashlights
445-088-00002	2	Duct Tape
200-041-00144	1	First Aid Kits

City Manager

Item Number	Quantity	Description
485-075-00003	1	Trash bags
445-026-00006	6	6 Volt Batteries
445-061-00001	3	6 Volt Flashlight
445-088-00002	2	Duct Tape
200-041-00144	1	First Aid Kits

Communications

Item Number	Quantity	Description
200-045-00003	3	Medium rainsuits
200-045-00004	2	L rainsuits
200-041-00144	2	First aid kits
200-041-00145	2	First aid kit refills
445-090-00003	2	5 gallon water coolers
445-061-00001	2	6 volt flashlights
445-061-00002	6	2 cell flashlights
445-026-00004	18	Batteries Size D
445-026-00006	4	6 volt batteries

Warehouse Stock Orders for Department

Engineering

Item Number	Quantity	Description
485-075-00003	1	Trash Bags
445-026-00006	6	6 Volt Batteries
445-061-00001	3	6 Volt Flashlight
445-088-00002	2	Duct Tape
200-041-00144	1	First Aid Kits

Finance

Item Number	Quantity	Description
485-075-00003	1	Trash bags
445-026-00006	6	6 Volt Batteries
445-061-00001	3	6 Volt Flashlights
445-088-00002	2	Duct Tape
200-041-00144	1	First Aid Kits

Fire Department

Item Number	Quantity	Description
200-027-00001	24	Long Cutt Leather Gloves
200-041-00144	4	First Aid Kits
200-041-00145	6	First Aid Kit refills
445-090-00001	2	2 gallon water coolers
445-090-00002	2	3 gallon water coolers
445-090-00003	1	5 gallon water cooler
445-061-00001	3	6 volt flashlight
445-061-00002	3	2 cell flashlight
445-026-00004	15	Batteries Size D
615-023-00001	10	Polaroid films
445-026-00006	6	6 volt batteries

Warehouse Stock Orders per Department

Golf Course

Item Number	Quantity	Description
200-027-00001	12	Long Cuff Leather Gloves
200-045-00006	7	XXL rainsuits
200-045-00005	3	XL rainsuits
200-045-00004	2	L rainsuits
200-008-00010	2	5 gallon gas can
445-061-00002	2	2 cell flashlight
445-026-00004	6	Batteries Size D
445-026-00006	2	6 volt batteries
445-043-00001	3	Leaf rakes
445-043-00002	3	Garden rakes
445-070-00001	2	Looping shears
445-061-00004	2	Pitch Fork

Human Resources

Item Number	Quantity	Description
485-075-00003	1	Trash bags
445-026-00006	6	6 Volt Batteries
445-061-00001	3	6 Volt Flashlights
445-088-00002	2	Duct Tape
200-041-00144	1	First Aid Kits

Library

Item Number	Quantity	Description
445-088-00002	20	Duct Tape
445-061-00001	2	6 volt flashlights
445-026-00006	4	6 volt batteries
445-008-00007	5	Plastic sheeting

Planning & Zoning

Item Number	Quantity	Description
485-075-00003	1	Trash bags
445-026-00006	6	6 Volt Batteries
445-061-00001	3	6 Volt Flashlight
445-088-00002	2	Duct Tape
200-041-00144	1	First Aid Kits

Warehouse Stock Orders per Department

Police Department

Item Number	Quantity	Description
200-027-00001	24	Long Cuff Leather Gloves
200-041-00144	2	First Aid Kits
200-041-00145	6	First Aid Kit refills
445-090-00001	2	2 gallon water coolers
445-090-00002	2	3 gallon water coolers
445-090-00003	1	5 gallon water cooler
615-023-00001	10	Polaroid films
005-014-00002	1	Paper plates
200-008-00002	12	DOT traffic cones
200-009-00003	5	Caution Tape
485-075-00003	10	Trash bags
445-088-00002	10	Duct tape
445-061-00002	24	2 cell flashlight
445-026-00004	48	Batteries Size D
445-061-00001	12	6 volt flashlight
445-026-00006	12	6 volt batteries
445-026-00003	36	Batteries Size C
445-026-00002	36	Batteries Size AA
445-026-00001	36	Batteries Size AAA
445-032-00003	48	Fluorescent Orange Paint
005-014-00013	60	Fix-a-flat

Professional Development

Item Number	Quantity	Description
485-075-00003	1	Trash bags
445-026-00006	6	6 Volt Batteries
445-061-00001	3	6 Volt Flashlights
445-088-00002	2	Duct Tape
200-041-00144	1	First Aid Kits

Warehouse Stock Orders per Department

Public Works

Item Number	Quantity	Description
485-075-00002	2	Trash can liners
445-088-00004	5	Masking tape
445-061-00002	12	2 cell flashlights
445-026-00004	42	Batteries size D
200-041-00145	6	First aid kit refills
200-045-00005	6	XL rainsuits
445-085-00001	1	3/8" rope
005-014-00013	24	Fix a Flat
005-014-00015	24	Orange spray paint

Purchasing

Item Number	Quantity	Description
485-075-00003	1	Trash bags
445-026-00006	6	6 Volt Batteries
445-061-00001	3	6 Volt Flashlights
445-088-00002	2	Duct Tape
200-041-00144	1	First Aid Kits

Risk Management

Item Number	Quantity	Description
445-008-00007	1	Visqueen
445-088-00002	3	Duct Tape
445-061-00001	3	6 Volt Flashlight
445-061-00002	2	2 Cell Flashlight
445-026-00006	6	6 Volt Batteries
45-026-00001	10	Batteries Size AAA
445-026-00002	10	Batteries Size AA
445-026-00005	10	9 Volt Batteries
445-026-00004	10	Batteries Size D
200-006-00007	1	Galashes Size 9
200-045-00009	1	Raincoat, Large
445-046-00006	1	25' Measuring Tape
615-023-00001	10	Polaroid Film
200-008-00002	2	36" DPT traffic cones

Warehouse Stock Orders per Department

Recreation

Item Number	Quantity	Description
485-075-00003	1	Trash bags
445-026-00006	6	6 Volt Batteries
445-061-00001	3	6 Volt Flashlights
445-088-00002	2	Duct Tape
200-041-00144	1	First Aid Kits

Hurricane Catalog

1.) Boots

Boots, Steel toe, Size 8	200-006-00001
Boots, Steel toe, Size 9	200-006-00002
Boots, Steel toe, Size 10	200-006-00003
Boots, Steel toe, Size 11	200-006-00004
Boots, Steel toe, Size 12	200-006-00005
Boots, Steel toe, Size 13	200-006-00006

2.) Eye Wear

Safety Goggles, clear anti-fog	200-003-00009
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3.) Leather Work Gloves

Long Cuff	200-027-00001 pr.
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4.) Cotton Gloves

Knit Wrist w/ grip	200-027-00003 pr.
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5.) Miscellaneous Gloves

Gray nitrile ultra tech gloves	200-027-00004 pr.
Black mechanics glove Small	200-027-00002 pr.
Black mechanics glove Medium	200-027-00005 pr.
Black mechanics glove Large	200-027-00007 pr.
Disposable	200-027-00006 pr.

6.) Hats

Tuff Cuff (P.D. Only)	200-015-00001 each
Hard Hat – Yellow	200-045-00001 each
Hard Hat – White	200-045-00002 each

7.) Rain suits

Medium	200-045-00003 each
Large	200-045-00004 each
X-Large	200-045-00005 each
XX-Large	200-045-00006 each

8.) Raincoats

Medium	200-045-00008 each
Large	200-045-00009 each
X-Large	200-045-00010 each

XX-Large	200-045-00011 each
9.) <u>First Aid</u>	
1 st Aid kit	200-041-00144 each
1 st Aid kit refill	200-041-00145 each
CPR mouth piece (Waterproof for lifeguards)	200-041-00147 each
Key chain micro shield	200-041-00148 each
First responder kit	200-041-00194 each
10.) <u>Safety Vest</u>	
Lime green with reflective strip	200-045-00013 each
Orange imprinted fire	200-045-00014 each
Orange observer	200-045-00016 each
11.) <u>Traffic Cones</u>	
18"	200-008-00001 each
36" D.O.T.	200-008-00002 each
12.) <u>Gas Cans</u>	
1 Gallon w/spout	200-008-00008 each
2 Gallon w/spout	200-008-00009 each
5 Gallon w/spout	200-008-00010 each

INTRAVENOUS SUPPLIES

13.) <u>I.V. Drip Sets</u>	
Adult	200-041-00001 each
Mini-drip	200-041-00002 each
14.) <u>I.V. Catheters</u>	
14 gauge x 2	200-041-00049 box
16 gauge x 1 1/4	200-041-00003 box
18 gauge x 1 1/4	200-041-00004 box
20 gauge x 1 1/4	200-041-00005 box
20 gauge x 1	200-041-00006 box
22 gauge x 1	200-041-00007 box
15.) <u>I.V. Solutions</u>	
Sodium Chloride flip top	200-041-00180 bag
D5W solution, 250 ml	200-041-00008 bag
Sodium Chloride	200-041-00009 bag
16.) <u>Miscellaneous</u>	
Quick Trach	200-041-00010 kit

Male plug adapter 200-041-00011 case
Veni-guard 200-041-00012 box

17.) **Armboards**

Arm Board long 200-041-00125 each
Arm Board short 200-041-00126 each

AIRWAY SUPPLIES

18.) **Bag Value Mask**

Ambu BVM Adult Mask 200-041-00013 each
Infant capro 200-041-00157 each
Ambu BVM Child Mask 200-041-00014 each

19.) **Oxygen Mask**

Adult 200-041-00016 each
Child 200-041-00017 each
Infant 200-041-00018 each

20.) **Endotracheal Tubes**

3 mm 200-041-00019 each
4 mm 200-041-00020 each
5 mm 200-041-00021 each
6 mm 200-041-00022 each
7 mm 200-041-00023 each
8 mm 200-041-00024 each
ET Tube holder 200-041-00025
box/25
Tubecheck 200-041-00191 each
Slick Stylettes Pediatric 200-041-00173 each

21.) **Exam Gloves**

Small Defender 12" Nitrile Gloves 200-041-00168 box
XX-Large Defender 12" Nitrile Gloves 200-041-00170 box
Medium Defender 12" Nitrile Gloves 200-041-00187 box
Large Defender 12" Nitrile Gloves 200-041-00188 box
X-large Defender 12" Nitrile Gloves 200-041-00189 box

22.) **Extraction Collars**

Pediatrics 200-041-00054 each
Surelock one size 200-041-00055 each
Ambu Najo Head Wedge 200-041-00056 each

23.) **Gauze and Bandage**

2 x 2 gauze pads (non-sterile) 200-041-00057 bag

4 x 4 gauze pads (non-sterile)	200-041-00058 case
4 x 4 gauze pads (sterile)	200-041-00059 case
5 x 9 gauze pads	200-041-00060 box
2" sterile kling	200-041-00061 box
4" sterile kling	200-041-00062 box
6" sterile kling	200-041-00063 box
3" elastic bandage	200-041-00064 box
6" elastic bandage	200-041-00065 box
¾" x 3" bandaids	200-041-00066 box
Triangular bandage	200-041-00067 box
Trauma pads	200-041-00068 box
3 x 9 vaseline gauze pads	200-041-00050 pack
24.) <u>Tape</u>	
½"	200-041-00069 box
1"	200-041-00070 box
3"	200-041-00071 box
25.) <u>Syringes and Needles</u>	
1cc tuberculine	200-041-00072 box
3cc with needle	200-041-00073 box
10 cc with needle	200-041-00074 box
19 gauge x 1" needle	200-041-00078 box
Interosseous needle	200-041-00079 box
26.) <u>Blood Pressure Cuffs</u>	
Adult	200-041-00080 box
Child	200-041-00081 box
Obese	200-041-00082 box
27.) <u>EKG Paper</u>	
EKG electrodes	200-041-00087 pack
EKG Paper for life pack 12	200-041-00149 case
Defib Pads	200-041-00150 box
EKG Electrode pedi life pack 12	200-041-00151 case
C02 Circuit	200-041-00184
28.) <u>Miscellaneous</u>	
Triangular bandage	200-041-00067 box
Disposable blanket	200-041-00093 each
EKG electrodes	200-041-00087 pack
Nasal cannulas	200-041-00028 each
Nebulizers	200-041-00029 each
ET sylettes	200-041-00030 each
Cold pack	200-041-00120 case

Trauma pads	200-041-00068 box
Ammonia inhalents	200-041-00121 each
20 Capacity container	200-041-00094 each
Single use container	200-041-00095 each
150 Capacity container	200-041-00096 each
Veni-guard	200-041-00012 box
29.) <u>Water Keg</u>	
2 Gallon	445-090-00001 ea.
3 Gallon	445-090-00002 ea.
5 Gallon	445-090-00003 ea.
30.) <u>Flashlights</u>	
Sportsman 6V	445-061-00001 ea.
2 Cell	445-061-00002 ea.
31.) <u>Batteries – Alkaline</u>	
AAA	445-026-00001 ea.
AA	445-026-00002 ea.
C	445-026-00003 ea.
D	445-026-00004 ea.
9V	445-026-00005 ea.
Spring Terminal 6V	445-026-00006 ea.
392	445-026-00007 ea.
DL 2032B (Fire Only)	445-026-00008 ea.
32.) <u>Plywood</u>	
4' X 8' X 5/8" CDX	445-079-00001
33.) <u>Rope – Nylon Braided</u>	
3/8"	445-085-00001
1/4"	445-085-00002
34.) <u>Tape</u>	
Sealing, Clear – 2" X 60 yards	445-088-00001
Duct 2" X 60 yards	445-088-00002
Teflon 3/4" X 520"	658-080-00002
Masking 2" X 60 yards	445-088-00004
** WD 40 Lubricant	445-008-00006
35.) <u>Rakes</u>	
Leaf w/ Brace	445-043-00001
Garden	445-043-00002
Concrete	445-043-00003

36.) <u>Pitch Fork</u>	
6 Tine	445-061-00004
37.) <u>Shears</u>	
Lopping	445-070-00001
Hedge	445-070-00002
38.) <u>Shovels</u>	
Trenching	445-061-00005
Trowel	445-061-00006
Square Point	445-061-00007
Round Point	445-061-00008
** Rags, White	485-052-00002

Miscellaneous Supplies (E.O.C.)

Fire Extinguisher	005-014-00008
100 QT. Coolers	005-014-00009
Chainsaws	005-014-00010
Chain Saw Oil	005-014-00001
Brass Wood Bushing with Bolt	005-014-00004
Wing Nut Driver	005-014-00005
¼ x ½ Drill Bit	005-014-00006
Storm Protection Kit	005-014-00007
Calk-in Anchor	005-014-00012
Heavy Duty Washered Wing Nuts	005-014-00017
Combo Truss Machine Screws	005-014-00018