

APPENDIX E
HURRICANE PREPARATION PLAN

**CEDAR KEY WATER AND SEWER DISTRICT
HURRICANE PREPARATION PLAN**

Name of Storm: _____ Year: _____

| TASK | Responsible Staff Member | COMPLETE (Initial) |
|--|--------------------------|--------------------|
| 48 Hours Prior to Predicted Gale Force Winds (39-54 mph) | | |
| Monitor Levy County Emergency Management | Jack Hotaling | |
| Fill vehicles with fuel. | James McCain | |
| Fill generators with fuel. | James McCain | |
| Fill propane tanks. | James McCain | |
| Check reserve fuel containers; top off as necessary. | James McCain | |
| Move mobile generator to water tower site. | James McCain | |
| General review of readiness. | Jack Hotaling | |
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| 36 Hours Prior to Predicted Gale Force Winds (39-54 mph) | | |
| Monitor Levy County Emergency Management | Jack Hotaling | |
| Check fuel in vehicles and top off if possible. | James McCain | |
| Move office files and equipment to storage shed at water tower site. | James McCain | |
| Move vehicles to water tower site. | James McCain | |
| Board up windows in office. | James McCain | |
| Board up windows in storage shed at water tower site. | James McCain | |
| Move spare parts and tools to shed at water tower site. | James McCain | |
| General review of readiness. | Jack Hotaling | |
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**CEDAR KEY WATER AND SEWER DISTRICT
HURRICANE PREPARATION PLAN**

Name of Storm: _____ Year: _____

| TASK | Responsible Staff Member | COMPLETE (Initial) |
|---|--------------------------|--------------------|
| 24 Hours Prior to Predicted Gale Force Winds (39-54 mph) | | |
| Monitor Levy County Emergency Management | Jack Hotaling | |
| Check fuel in vehicles and top off if possible. | James McCain | |
| General review of readiness. | Jack Hotaling | |
| Release staff to deal with personal storm preparations | Jack Hotaling | |
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| 12 Hours Prior to Predicted Gale Force Winds (39-54 mph) | | |
| Monitor Levy County Emergency Management | Jack Hotaling | |
| Check fuel in vehicles and top off if possible. | James McCain | |
| Turn off pump stations. (Only if mandatory evacuation ordered.) | Jack Hotaling | |
| Turn off water. (Only if mandatory evacuation ordered.) | Jack Hotaling | |
| Final review of readiness. | Jack Hotaling | |
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