

**APPENDIX E**  
**HURRICANE PREPARATION PLAN**

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

Name of Storm: \_\_\_\_\_ Year: \_\_\_\_\_

TASK	Responsible Staff Member	COMPLETE (Initial)
<b>48 Hours Prior to Predicted Gale Force Winds (39-54 mph)</b>		
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	
<b>36 Hours Prior to Predicted Gale Force Winds (39-54 mph)</b>		
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	

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

Name of Storm: \_\_\_\_\_ Year: \_\_\_\_\_

TASK	Responsible Staff Member	COMPLETE (Initial)
<b>24 Hours Prior to Predicted Gale Force Winds (39-54 mph)</b>		
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	
<b>12 Hours Prior to Predicted Gale Force Winds (39-54 mph)</b>		
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	