



Pre-Severe Weather Checklist

Tornado • Severe Thunderstorm • High Wind Events

For Department Heads

Timeframe: Begin 24–48 hours before forecasted severe weather or immediately upon issuance of a Watch

Objective: Protect life, ensure rapid response capability, and prepare for potential damage and outages

1. COMMAND & COORDINATION

- Review Severe Weather Operations SOP
- Confirm activation level (Monitoring / Partial / Full)
- Confirm chain of command and departmental responsibilities
- Verify after-hours contact list for supervisors and key staff
- Ensure Mayor and City Director have radio communications
- Brief department supervisors on safety priorities and response expectations

2. INCIDENT COMMAND POSTS (ICPs)

- Confirm readiness and accessibility of Incident Command Posts
- Verify power, generator availability, and communications at each ICP
- Confirm keys, access codes, and staffing availability

Primary ICP

- Belmont City Hall – 94 Main Street

Secondary ICP

- Belmont Fire Station – 392 Second Street

Tertiary ICP

- Belmont Public Works Department – 5 Sun Air Drive

3. PERSONNEL & SAFETY PREPAREDNESS

- Confirm staffing availability and on-call rotations
- Identify employees assigned to critical response roles
- Review tornado and high-wind safety procedures
- Ensure employees know shelter-in-place locations
- Verify PPE availability (helmets, gloves, reflective gear)
- Encourage employees to prepare their homes and families

4. FACILITIES & GENERATORS

- Test and fuel generators at critical facilities
- Inspect transfer switches and ventilation
- Secure loose items around buildings and yards
- Verify backup power capability

Critical Facilities

- Police Department
- Fire Department
- Water & Wastewater Facilities

Natural Gas Facilities

Storm Shelter Locations

5. VEHICLES & EQUIPMENT

Fuel all vehicles and equipment

Inspect emergency lights, radios, and warning devices

Stage vehicles and equipment across city to reduce response time

Secure outdoor equipment and materials that could become airborne

6. CHAINSAWS & DEBRIS RESPONSE READINESS

Fuel and sharpen chainsaws

Inspect PPE (helmets, chaps, gloves, eye protection)

Assign debris-clearing teams and backups

Stage chainsaws and safety gear at multiple locations

7. UTILITY OPERATIONS

Electric (Coordination)

Coordinate with electric provider on staging and priorities

Identify critical facilities and medical needs

Natural Gas

Inspect regulators and valves

Prepare for emergency shutoffs

Ensure leak detection readiness

Water & Sewer

- Confirm generator readiness at lift stations
- Inspect vulnerable infrastructure
- Prepare boil water advisory templates

8. ROADWAY & TRAFFIC PREPARATION

- Identify priority emergency routes
- Stage barricades and signage for potential closures
- Coordinate traffic control plans with Police Department
- Coordinate with MDOT for state-maintained highways

9. SHELTERS & SAFE LOCATIONS

- Identify potential shelter or warming station activation needs
- Confirm power or generator availability
- Verify restroom access and interior safe areas
- Stage chairs, cots, and basic supplies as needed

Potential Shelter Post Storm

- Blue Springs Lodge – 1 Summers Street
- Belmont Schools Gym – 9 School Drive
- Calvary Baptist Church – 559 Green Street
- Belmont City Hall – 94 Main Street

10. COMMUNICATIONS & PUBLIC INFORMATION

- Prepare public messaging templates
- Confirm emergency contact numbers
- Establish internal SITREP schedule
- Coordinate social media and website updates
- Emphasize sheltering guidance, travel advisories, and safety messaging

11. FINAL READINESS CONFIRMATION

- ICPs ready for activation
- Shelters identified and prepared if needed
- Communications tested
- Mutual aid contacts confirmed
- Department heads briefed and standing by

GUIDING REMINDERS

- Life safety is the top priority
- Do not outrun the storm
- Shelter people before property
- Employee safety always
- Clear, calm communication saves lives