



# 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

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## 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
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## 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

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## **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
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## **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
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## **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
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## **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
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## **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
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## **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
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## **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
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## **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
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## **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
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### **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