



# Pre-Winter Storm Checklist

## For Department Heads

Timeframe: Begin 72 hours prior to forecasted winter weather

Objective: Ensure personnel safety, operational readiness, and continuity of critical services

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## 1. COMMAND & COORDINATION

- Review Emergency Winter Operations SOP
- Confirm activation level (Monitoring / Partial / Full)
- Confirm chain of command and departmental points of contact
- Verify after-hours contact list for all supervisors
- Ensure Mayor and City Director have radio communications
- Brief department supervisors on expectations and safety priorities

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## 2. INCIDENT COMMAND POSTS (ICPs)

- Confirm Incident Command activation readiness
- Verify access, power, and communications at each ICP
- Ensure keys, access codes, and staffing are available

### 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 PREPAREDNESS**

- Confirm staffing availability and on-call rotations
- Identify employees assigned to critical roles
- Review safety protocols and shift rotation plans
- Ensure employees have proper cold-weather PPE
- Encourage employees to prepare their homes and families

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## **4. GENERATORS & CRITICAL FACILITIES**

- Test and load-test all generators
- Fuel generators to full capacity
- Stage additional fuel supplies
- Inspect oil, coolant, cords, and transfer switches

### **Critical Facilities Verified**

- Water Plant
- Wastewater Facilities
- Natural Gas Facilities
- Police Department
- Fire Department
- Potential Warming Stations

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## 5. VEHICLES & EQUIPMENT

- Fuel all vehicles and heavy equipment
- Inspect tires, brakes, lights, wipers, and defrosters
- Stock emergency supplies in vehicles
- Install plows/blades on applicable equipment
- Install salt spreaders and load salt
- Stage equipment at multiple locations across the city

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## 6. CHAINSAWS & DEBRIS REMOVAL READINESS

- Fuel and sharpen chainsaws
- Inspect PPE (helmets, chaps, gloves, eye protection)
- Assign chainsaw crews and backups
- Stage saws and safety equipment throughout the city

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## 7. UTILITY OPERATIONS

### Natural Gas

- Remove moisture from lines
- Increase system pressure as appropriate
- Inspect regulators and valves
- Confirm emergency shutoff readiness

### Water & Sewer

- Insulate exposed components

- Confirm generator readiness at lift stations
- Identify critical lift stations
- Prepare boil water advisory templates

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## **8. ROADWAY & SNOW OPERATIONS**

- Identify priority emergency routes
- Confirm salt availability and application plan
- Coordinate with MDOT for state-maintained highways
- Review plowing limitations and damage prevention protocols

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## **9. WARMING STATIONS – PRE-DESIGNATION & READINESS**

- Identify which warming stations may be activated based on storm severity
- Confirm power availability or generator capability
- Verify restroom access and basic facility readiness
- Stage cots, chairs, blankets, and basic supplies
- Identify staffing or on-call support

### **Potential Warming Station Locations**

- Blue Springs Lodge – 1 Summers Street
- Belmont Schools Gym – 9 School Drive
- Calvary Baptist Church – 559 Green Street
- Belmont City Hall – 94 Main Street
  
- Confirm contact person for each facility

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- Confirm ability to scale up or down as conditions change

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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 safety, patience, and travel advisories

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## 11. FINAL READINESS CONFIRMATION

- ICPs ready for activation
- Warming stations identified and staged
- Communications tested
- Mutual aid contacts confirmed
- Department heads briefed

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## GUIDING REMINDERS

- Life safety first
- Employee safety always
- Utilities before convenience
- Overprepare whenever possible
- Clear, calm communication prevents confusion