



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

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

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

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

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

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

- ☐ 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