**Town of Melbourne Village Emergency Management Plan Outline**

The following is an outline of TMVs approach to Hurricane preparation and response. It follows the four FEMA recommended phases.

1. MITIGATION (long term)
	1. Yearly clearing of brush and trees and maintenance of culverts and swales. A checklist and map of all areas to be cleared will be posted in the town office to track progress each year.
	2. Retainer for tree removal after a storm. A contract is let each year to ensure the town has tree removal available immediately after a storm.
	3. Maintenance of town generator. Bi-weekly startup and maintenance will be accomplished by town superintendent.
2. PREPAREDNESS (short term)

Steps a through c will be accomplished when storm season starts (June 1). Steps d through f will occur once a “hurricane watch” (48 hours until hurricane conditions) has been declared for our area.

* 1. Town Website
		1. Contact information. Check that all contact information for officials and town is up to date. Add street captains contact info. Stress non-emergency.
		2. Links to hurricane and emergency preparation information, checklists and websites will be listed and/or links provided on the website.
		3. Town information (Sandbags, etc.). Hurricane season and Town preparation information will be added to the website.
	2. Sand bags. Get load of sand, bags. Advertise which hours help will be available to fill sand bags.
	3. Next Door Neighbor, Cardinal – Give Town Website as a source of hurricane preparation information.
	4. Commission Meeting Pre-storm. Once a hurricane watch is declared for our area, the commission will have a meeting to ensure all preparation for the town is in progress or complete.
		1. Assign points of contact for specific actions
			1. FEMA, FPL and County POC. Mayor or designee will represent the town during meetings and when contact is needed.
			2. Neighborhood captains contact. See appendix A. Identity a commissioner who will support street captains.
			3. Determine which town commissioners and employees will be in town.
			4. Determine who will open office and when.
			5. Determine who will update website, bulletin board, Next Door Neighbor, and place and update signs after storm, as necessary.
	5. Water. Buy bottled water to have on hand at office.
	6. Street Captains – perform pre-storm checklist
		1. Who is leaving town, staying
		2. ID residents who need help preparing
1. RESPONSE (short term)

Step a is only performed by town officials and police. Once they issue an all clear, then steps b through d will be accomplished.

* 1. Survey and assessment
		1. Blocked Roads. Prioritize street clearing and contact tree removal contractor.
		2. Blocked swales and canals. Prioritize blocked, obstructed water flow.
		3. Power. Identify hazards. Determine areas missing power. Contact FPL.
		4. Water quality. Keep in touch with county to determine if water system has been breached. Communicate if boil notice is necessary.
	2. Open office. Extend hours as necessary to support residents and conduct town business: communication with County, FPL, FEMA. Update information on various communication platforms.
	3. Street captains – Perform after-storm checklist.
	4. Communication. Keep platforms up-to-date when possible.
		1. Post signs with information on what facilities are open and when. List a POC.
		2. Website
		3. Next Door Neighbor
		4. Bulletin Board
1. RECOVERY (long term)
	1. Open Town Office
		1. Track power restoral
		2. Identify flooded houses/areas
	2. Communication
		1. County and FEMA
			1. Power
			2. Water quality
			3. Canals
			4. Dwelling damage
		2. For Residents: Provide information/updates on signs, website, bulletin board, Next Door Neighbor
	3. Street Captains Identify residents who need help
		1. Driveways, doors blocked
		2. Power, water/ice, food, laundry
		3. Health concerns
		4. Yard debris
	4. AHF liaison to open AHF Hall
		1. Bulletin Board in hall for information
		2. WIFI
		3. Food share
		4. Coordinate assistance/sharing center and prioritize needs:
			1. Ice/water
			2. Laundry
			3. Batteries/Generators
			4. Labor and clean up
			5. Home sharing

ACTIONS

TO BUY

Ice Machine

Water Bottles

Printing for signs

Pins for Street Captains

SUGGESTIONS

Track FEMA reimbursable costs (Overtime, fuel, etc)

Look into water filtration system instead of water bottles

Load this checklist on Website

Identify emergency information for website NOW

Get Street Captain checklists and have training classes ASAP. Commissioners should attend if possible.

APPENDIX

List and map of Street captains

Street captain checklist