



## SPECIAL WEEKLY REPORT SEPTEMBER 8, 2017

### Hurricane Irma Preparedness

On Wednesday, September 6, City Council passed an Emergency Ordinance authorizing the City Manager to declare a "State of Local Emergency" for the City of Punta Gorda. This declaration provides the City Manager the authority to make decisions and take actions typically requiring City Council action. City staff reassembled that same afternoon to review current forecast/predictions and make plans for the weekend.

City facilities are closed to the public today Friday, September 8. Designated employees from administration, public safety, building, public works and utilities continue to work in preparation of the upcoming storm.

Sanitation will continue to collect trash and yard waste as scheduled today Friday, September 8. Due to the change in the weather pattern of Hurricane Irma and the Charlotte County Landfill being closed, Sanitation collection of garbage and yard waste will be cancelled on Saturday, September 9. Residents need to bring in their garbage and yard waste cans; they should not leave them down by the curb through the hurricane. Please stop putting out yard waste piles or any other type of trash; we will not be collecting any more.

Just to clarify, boats cannot be cross tied in canals until we are under a HURRICANE WARNING which is typically 48 hours before the hurricane reaches our area. This allows boaters to properly remove their boats ahead of the storm. The above City Council emergency declaration is not a declaration of cross tying boats. Notice to the community will be given at the appropriate time. Please view the City's website [www.pgorda.us](http://www.pgorda.us), Latest News, to get more information regarding securing boats.

City has initiated enhanced communication efforts as shown below:

- ✓ Updated social media platforms including Facebook, Twitter, and NextDoor for communications with the public to provide timely updates on evolving situations
- ✓ Created hurricane webpage containing need-to-know information in various aspects of the storm. For the latest storm information from the City of Punta Gorda, please visit [www.pgorda.us](http://www.pgorda.us).
- ✓ Residents can also register for CodeRed® emergency notifications through the website.
- ✓ For specific needs please call 2-1-1 or 941-833-4000. In the event of an emergency dial 9-1-1.
- ✓ The community can follow Charlotte County Emergency Management important emergency information at [www.charlottecountyfl.gov](http://www.charlottecountyfl.gov), [www.facebook.com/oemcharlottecounty](https://www.facebook.com/oemcharlottecounty), and [www.twitter.com/ccoem](https://www.twitter.com/ccoem).

Below is a summary of actions taken this week by city departments to prepare for pre- and post-storm activities.

### Emergency Management & Administration

- ✓ Provided leadership role in overall preparation, communication and coordination with federal, state and local agencies
- ✓ Conducted several staff meetings to review emergency management activities, employee assignments and community inquiries/responses

**Information Technology**

- ✓ Prepped Emergency Operations Center (EOC) at Public Safety Building with phone bank, multimedia equipment, computers, and printers for city staff
- ✓ Prepped second level EOC at the county facility with computers, applications, and phones for dispatchers
- ✓ Tested the real-time failover system for public safety so that if primary servers fail, backup servers will take over with no loss of time or data
- ✓ Backed up all systems including financial systems to take to offsite location
- ✓ Prepped electrical equipment for inclement conditions
- ✓ Provided vital information to departments for continued operations during worst case scenarios

**Human Resources**

- ✓ Distributed necessary hurricane loss notices (insurance forms) to departments

**Urban Design**

- ✓ Fielded phone calls from residents with storm related questions
- ✓ Printed signage for other departments regarding storm related activities

**Building**

- ✓ Performed sweeps through the city to identify any construction debris and contacted contractors to secure the building sites
- ✓ Contacted all commercial building owners and strongly urged them to install floodproofing panels
- ✓ Performed final inspections and closed permits vital for property owners insurance (i.e. pool cages, garage doors, doors)
- ✓ Setup additional permitting station to handle customer contacts

**Zoning & Code Compliance**

- ✓ Teamed up with Building staff to identify construction debris issues
- ✓ Communicated with Board of Realtors to remove real estate signs in advance of the storm event

**Finance**

- ✓ Processed next employee payroll in advance in order to release on scheduled date
- ✓ Distributed all required FEMA forms along with instructions to employees

**Procurement**

- ✓ Effectuated the City's Emergency Operations Procurement Policy
- ✓ Solicited quotes for various types of services and commodities in accordance with the Federal Uniform Guidance regulations
- ✓ Distributed Federal Micro-Purchase forms and procedures to city staff

**Utility Billing & Collections**

- ✓ Sent out utility billings in advance

**Fire**

- ✓ Assisted residents with filling sandbags
- ✓ Communicated with local assisted living facilities, nursing homes and hospitals and reviewed emergency procedures and evacuation plans

## **Police**

- ✓ Prepared first responders (officers and dispatchers) to mobilize and put in place emergency schedules should additional staffing of first responders be necessary. First responders will be staging at two or three safe locations so they can be available immediately if needed.
- ✓ Tested backup dispatch center located at the Charlotte County Emergency Operations Center to assure that everything is in proper working order should it be needed. This is in addition to the test deployments we conduct on a monthly basis. We have been in communication with the Charlotte County Sheriff's Office and confirmed that the 911 system, telephone and radio systems, and backup systems are prepared.
- ✓ Relocated department vehicles, vessels, and other assets to several safe locations including the Herald Court parking garage and the Public Works campus warehouse in order to minimize potential damages to our fleet
- ✓ Prepared interior of the building and grounds of the facility to minimize any potential damage to the structure and equipment
- ✓ Increased directed patrols throughout the city to ensure safety and deter criminal activity during the State of Emergency

## **Public Works**

- ✓ Delivered sand, bags and shovels to the dog park area for use by city residents
- ✓ Checked and prepared department fleet and equipment for emergency response and relocated fleet to multiple locations to minimize potential storm-related damage
- ✓ Removed porta johns from Gilchrist Park at Pickle Ball Courts
- ✓ Installed storm shutters at all city buildings
- ✓ Installed Herald Court Centre flood proofing panels
- ✓ Took down all flags Friday, September 8
- ✓ Cordoned off 3rd level of the Herald Court Centre parking garage for the staging of city and county vehicles and equipment
- ✓ Tied down Canal Maintenance vessels and stored tools and supplies in shop
- ✓ Stopped all city construction and the contractor has removed equipment/materials from staging sites (except for the W. Marion and Belaire staging site has a pile of dirt)
- ✓ Removed cranes from barges and placed on vacant lots; c\Cranes secured to barges located at 385 Belaire, 1203 La Moncha, Don Quixote, 5049 San Massimo, and 1114 Lucia

## **Utilities**

- ✓ Prepped fleet and equipment for emergency response
- ✓ Filled all water storage tanks by Friday, September 8
- ✓ Emptied sewage collection tanks by Friday, September 8
- ✓ Prepared employee shelters (Water Treatment and Wastewater Treatment Plant), which will open Saturday, September 9 to enable staff to respond expeditiously and begin cleanup, damage assessment, etc. when all clear is given
- ✓ Installed storm shutters on all plants and Cooper Street administration buildings
- ✓ Secured Deep Injection Well construction site

## Pre-Storm Preparation by City Staff

