

Westchester County
Hurricane and Coastal Storm Readiness Checklist
Department of Parks, Recreation and Conservation
2021

Storm Name: _____

Date: _____

Hurricane Preparedness – Prior to Hurricane Season				
	Priority Level	Personnel Responsible	Status of Task	Date/Time Completed
• Update Department Standard Operating Procedures				
• Mitigate vulnerable critical facilities				
• Solidify and review mutual aid agreements, if applicable				
• Replenish supplies and update paperwork at EOC				

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120-96 hours to ZERO HOUR ¹ - Hurricane Season (June 1 – November 30)				~5 Days
	Priority Level	Personnel Responsible	Status of Task	Date/Time Completed
• Review plans and SOPs with personnel				
• Test generators and schedule top off of fuel storage tanks (if applicable)				
• Review scheduling for upcoming week, i.e. scheduled events, shift changes and vacations				
• Participate in County conference calls as applicable				
• Communicate with peer agencies in the local communities, including County and state agencies.				
• Identify and review the list of special events/programs scheduled for possible postponement				
• Notify all essential staff of potential threat- General Maintenance, BRP, County Center, Admin, Muscoot, Playland, EOC responders etc.				
• Identify critical capital construction projects				
• Depending on category of hurricane – Playland may fully activate SOP				
• Maintain log of events and response actions				

¹ Zero Hour is defined as the forecasted arrival of sustained tropical storm force winds (34knots/39mph). Zero Hour will be calculated for each forecast period and will likely change as hurricane draws nearer.

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96 -72 hours prior to ZERO HOUR ²				~4 Days
	Priority Level	Personnel Responsible	Status of Task	Date/Time Completed
• Participate in storm briefings				
• Establish and maintain log of events and response actions				
• Begin to track expenses (if applicable)				
• Alert critical workforce team members of the potential threat				
• Check, test and fuel all vehicles, equipment, pumps, chain saws and fuel cans etc. Make sure all portable lights and flash lights are operational				
• Identify possible shelter and staging areas				
• Identify all outdoor structures and tents that may need disassembling				
• Replenish sand bags to capacity				
• Prepare roster for 24 hour EOC/PRC-EOC coverage				
• Notify all PRC Concessionaires, Cabin, RV, and Campers of potential threat and evacuation plans				
72 - 48 hours prior to ZERO HOUR ²				~3 Days
	Priority Level	Personnel Responsible	Status of Task	Date/Time Completed
• Participate in the storm briefings/preliminary evacuation meeting				
• Prepare critical workforce families and activate family hurricane plans				
• Maintain log of events and response actions				
• Place back up pumps at the County Center and other required facilities.				
• Check to be sure emergency communication towers are operational (Mt Lakes etc.)				
• Relocate all non essential vehicles and heavy equipment to higher grounds in low lying Parks				
• Remove boat ramps at Glen Island and Georges Island Parks				

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48 - 36 hours prior to ZERO HOUR ³				~2 Days
	Priority Level	Personnel Responsible	Status of Task	Date/Time Completed
• Monitor and assess local conditions to ensure that all storm-related needs are properly addressed				
• Maintain log of events and response actions				
• Complete situation reports for designated operational periods				
• Participate in storm briefings				
• Prepare scheduling roster for next operational period and Level 1 Activation				
• Announce critical workforce family shelters, if applicable				
• Identify personnel, equipment and supply needs				
• Conduct mobilization and staging area briefings (s)				
• All non-essential propane tanks are closed and secured				
• Secure or remove all outdoor structures, rides, tents, windows and doors				
• Move or tether picnic tables, trash cans etc, in parks prone to flooding				
• Fully activate all PRC Facility SOP				
• Cancel all scheduled events				
• Monitor lowering the level of retention basins(opening up dams) in parks to accept additional storm water				
• Barricades are being placed at vulnerable facilities for park and road closures				
• Provide sheltering and supply needs for all farm animals				

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36 - 24 hours prior to ZERO HOUR ⁴				~1 ½ Days
	Priority Level	Personnel Responsible	Status of Task	Date/Time Completed
• Send representative to EOC (Partial or full based on clearance times and threat) and make notification to department/agency personnel				
• Monitor and assess local conditions to ensure that all storm-related needs are properly addressed				
• Maintain log of events and response actions in EOC Software				
• EOC representatives to provide EOC summary updates (e.g., 2-3 hours)				
• Participate in EOC briefings				
• Prepare scheduling roster for next operational period				
• Prepare facilities for wind mitigation , doors, windows etc.				
• Assist with traffic control as needed				
• Relocate county tenants out of evacuation zones				
• Evacuate public from all park facilities'				
• Sand bag all required area's				
• Move all essential equipment to higher grounds, including row boats				
• Notify and place 2 nd response personnel on call as deemed necessary				
• Close parks and relocate staff from facilities within the evacuation zone				

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24 Hours to ZERO HOUR ⁵ – Evacuation/Shutdown/Shelter-in-Place				~1 Day
	Priority Level	Personnel Responsible	Status of Task	Date/Time Completed
• Note when evacuation movements should cease due to conditions (12 hours prior to arrival of tropical storm force winds)				
• Communicate stop evacuation order to staff				
• Divert evacuees to nearest safe haven or refuge shelter, if available				
• Begin shut down of county operations and relocation of vulnerable assets				
• Relocate workforce to designated safe locations, as applicable				

Post Landfall				
	Priority Level	Personnel Responsible	Status of Task	Date/Time Completed
• Gather damage assessment information				
• Obtain information regarding utilities				
• Prioritize and coordinate health and safety repairs				

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