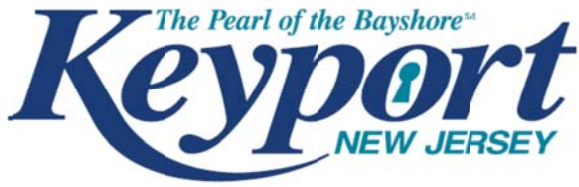


24 HOUR PRE-HURRICANE CHECKLIST

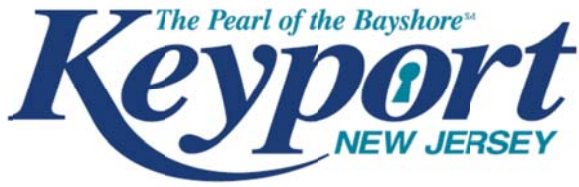
INITIAL	TIME	ITEM DESCRIPTION
_____	_____	Hook up/Test Plain Old Telephone System (POTS) hard-line in council chamber.
_____	_____	Hook up/Test television to cable in council chamber. Ensure tv plugged into outlet supplied by emergency generator.
_____	_____	Locate large, color map of Keyport and hang on wall w/dry erase markers.
_____	_____	Test Borough Hall emergency generator (Actual test vice electronic test performed every Wednesday).
_____	_____	Clear storm drains
_____	_____	Based on Dispatcher phone workload, consider calling in OEM Volunteer.
_____	_____	<p>Communication: Record the following message and update every 4 hours as necessary: "As of (Date/Time) Hurricane (Name) is (location), and moving (direction) at (travel speed) MPH. Sustained winds have reached (wind speed) MPH. Due to the anticipated storm surge, residents of low-lying, flood prone areas are strongly urged to re-locate to higher, safer grounds. There are no mandatory evacuations at this time." Place message in the following locations:</p> <ol style="list-style-type: none"> 1. 1610 AM Union Beach Radio Station. 2. Keyport website http://www.keyportonline.com/ 3. Local cable TV Provider (i.e., Channel 15) 4. Facebook Page from cell phone 5. Flyers posted at entrance to Stop N Shop & S&S Message Board 6. Flyers to both Senior High Rise Buildings 7. If Keyport enacts a Reverse 911 system, send out message. 8. Emergency Services to drive around and broadcast message as necessary. Vehicles shall be stationary when delivering message, then move on to the next spot. <p>Re-Record messages as necessary should evacuation of 45 Beers Street and Walnut Street become necessary. Mayor/Designee consider putting curfew into place.</p>



DURING HURRICANE CHECKLIST

INITIAL	TIME	ITEM DESCRIPTION
_____	_____	OEM/Designee locate to council chamber. Commence OEM log.
_____	_____	Police Chief/OIC locate to council chamber.
_____	_____	Fire Chief/Designee locate to council chamber.
_____	_____	First Aid Squad Chief/Designee locate to council chamber.
_____	_____	Public Works Superintendent/Designee locate to council chamber.
_____	_____	Emergency Service Phone Operator locate to council chamber.
_____	_____	Each Fire Station manned as necessary at Fire Chief's direction.
_____	_____	First Aid Squad manned as necessary at First Aid Chief's direction.
_____	_____	Place additional Police Officers on Stand By at Police Chief's direction.
_____	_____	If it can be done safely, maintain storm drains free of debris.

As conditions change and new information is received, re-record messages as necessary should evacuations become necessary. Mayor/Designee consider putting curfew into place.



POST HURRICANE CHECKLIST

INITIAL	TIME	ITEM DESCRIPTION
_____	_____	OEM/Designee survey town, make initial report to Mayor/Business Administrator. Continue surveys/reports as necessary.
_____	_____	Secure OEM Operation in council chamber as conditions allow.
_____	_____	Additional Police Officers on Stand-By at Police Chief's direction.
_____	_____	Tree Service or other previously arranged vendor to assist PWC in removing fallen trees/branches/obstacles at Mayor/Business Administrator's direction.
_____	_____	Continue to maintain storm drains free of debris.
_____	_____	Utilizing 'Hold Harmless' contracts, at a low priority level, KFD to assist residents with pumping out their flooded basements.

Re-Record messages as necessary, specifically covering when power is expected to come back to areas, if there is a boil water advisory, if evacuated residents may return to their homes.