

# Hurricane Preparedness Plan



Hurricane Season

June 1 – November 30



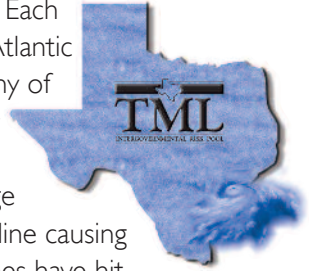
Provided by  
Texas Municipal League Intergovernmental Risk Pool  
Loss Prevention Department  
800-537-6655  
[www.tmlirp.org](http://www.tmlirp.org)

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# HURRICANE PREPAREDNESS PLAN FOR TMLIRP MEMBERS

History taught us that a lack of hurricane awareness and preparation are common among all major hurricane disasters. By knowing your vulnerability and what actions you should take, the effects of a hurricane disaster may be reduced within your city/entity. Each year, several tropical storms develop over the Atlantic Ocean, Caribbean Sea, and Gulf of Mexico. Many of these storms remain over the ocean and never impact the U.S. coastline. Many of these storms become hurricanes each year. During an average year, hurricane force winds strike the U.S. coastline causing major damage, loss of life, and injuries. Hurricanes have hit the Gulf Coast reaching the Texas mainland several times causing devastation along the way. The Texas Municipal League Intergovernmental Risk Pool Loss Prevention Department has identified useful information to assist members should an emergency situation arise within your community.



## I. Pre-planning for Hurricanes

Pre-planning is necessary for weather related storms since storms strike suddenly, violently and sometimes without adequate warning. Identifying potential hazards ahead of time and advance planning can reduce the dangers of serious injury, loss of life, and property damage from a hurricane. To prepare for a hurricane, cities and other local government entities should consider the following measures:

- Contingency plans or Annexes (found at this website: [www.txdps.state.tx.us/dem/pages/downloadableforms.htm#stateplan](http://www.txdps.state.tx.us/dem/pages/downloadableforms.htm#stateplan)) should be filed with the proper authorities to ensure agencies are prepared to respond in case of disasters. The revised annexes are compliant with the National Incident Management System (NIMS).
- Annual training exercises should take place with local emergency management officials to ensure entities are prepared for hurricane season.

## LOSS CONTROL CHECKLIST – PRE-HURRICANE

- All essential personnel that will assist with storm preparations before, during, and after the storm should be identified.
- Make plans to secure facilities. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with 5/8" marine plywood, cut to fit and ready to install. Tape does not prevent windows from breaking.
- Protect computers and electrical equipment with tarpaulins or waterproof covers, and place them off the ground.
- Install straps or additional clips to securely fasten roofs to the frame structure. This will reduce roof damage.
- Be sure trees and shrubs around facilities are well trimmed.
- Clear loose and clogged rain gutters and downspouts around facilities.
- Determine how and where to move vehicles and other mobile equipment to prevent or minimize damage from rising water or storm surge and allow for quick response time once the storm has passed.
- Fuel all vehicles before the storm. Fueling systems or gas stations may be closed during emergencies and unable to pump gas during power outages.
- TMLIRP members should have accurate records of fixed assets in case property is damaged or destroyed. This will help during the claims process.
- Cities/entities should consider reviewing contracts with outside vendors to include a quick response time for necessities such as debris removal, gasoline, and other critical commodities to ensure they can remain operational throughout the recovery process.
- Action plans should take into account personnel needed to start a generator; which in some instances may require an electrician or equally qualified person.



- Generators should be acquired and tested to ensure facilities remain operational and to avoid interruptions in water and wastewater service (water supply and treatment, wastewater treatment, and offsite wastewater lift stations).
- Housing authority personnel should remind tenants to remove perishables from refrigerators if power will be lost.
- Have available a list of TMLIRP personnel to contact in case questions arise (refer to “List of TMLIRP Helpful Numbers and Contacts”).

## **II. Employee Safety During Post-Hurricane Response**

Keeping employees safe during cleanup and recovery operations is of utmost importance. Employees may be assigned tasks that are different from duties performed during “normal” workdays. These unfamiliar tasks can potentially expose employees to hazards that are not apparent to those with limited or no experience. As an example, numerous employees may be using chainsaws or chippers when that equipment is not part of their normal workday. You may protect your employees by:

- Providing instructions on the use of the equipment.
- Providing training on potential hazards.
- Arranging experienced, safe employees to work with inexperienced employees.
- Observing work practices and offering suggestions for improvement.
- Providing regular safety meetings to maintain awareness of exposures.
- Making sure necessary personal protective equipment is provided and worn by employees.



### **III. Seeking Assistance Post-Hurricane**

#### ***TMLIRP Assistance***



After the hurricane has passed and the area is deemed safe, an initial assessment of city or entity owned property should take place. This process is very important for the protection of assets and resources. Once the assessment has been completed, report the findings to TMLIRP so that a claim can be processed. TMLIRP claims staff will assign contracted adjusters to begin the claim process for members. See pages 8-9 for TMLIRP

staff assistance and contact information. ***As a reminder, members should take all steps to minimize damage to property until repairs can be made.***

#### ***Federal Assistance***

Most federal assistance becomes available when the President of the United States declares a “Major Disaster” for the affected area at the request of a state governor. FEMA ([www.fema.gov](http://www.fema.gov)) will provide information through the media and community outreach about federal assistance. Additional information can be obtained through the Texas Department of Public Safety Governor’s Division of Emergency Management. Beginning on page 8 of this booklet, you will find lists of helpful numbers and websites for county, state, and national agencies.

#### ***Direct Assistance***

Cities should include organizations such as the American Red Cross, Salvation Army, or other local organizations as part of their contingency planning efforts. These organizations will be available to provide assistance to the community such as food, water, shelter, supplies, and help with cleanup efforts.

## **Windstorm Assistance**

If you obtain windstorm coverage through the Texas Windstorm Insurance Association; repairs, alterations, or re-roofing typically require an inspection and updated form WPI-8. You should contact the Texas Department of Insurance Windstorm Inspection Division to determine if form WPI-8 will be needed – (800) 248-6032.

Windstorm insurance inspections must be made by either a Texas Department of Insurance (TDI) inspector or an engineer who has been appointed by the Commissioner of Insurance. There is no fee for any inspection conducted by TDI.

We recommend that you notify the Texas Department of Insurance before repairing, altering, or re-roofing to arrange for an inspection. If

you wait until construction is completed, you may need to hire a licensed professional engineer to inspect the property. You may also make provision for any needed windstorm insurance inspections as part of construction contracts awarded.

Additional information about windstorm insurance inspections and form WPI-8 are available at the TDI website at: [www.tdi.state.tx.us](http://www.tdi.state.tx.us)



## LOSS CONTROL CHECKLIST – POST-HURRICANE

Below is a sample Loss Control Checklist to consider for mitigating damage:



- Make temporary repairs to facilities to isolate the damage wherever possible.
- Remove carpet and dry out floors to prevent mold.
- Buy or rent equipment to remove water from facilities.
- Remove debris on city/entity property that creates a hazard.
- Temporarily support collapsed or impaired structures if possible.
- Restore fire protection to facilities.
- Restore power to critical facilities within the City.
- Contact outside vendors to ensure essential supplies are available.
- Keep track of all expenses including overtime for personnel as a result of the hurricane (necessary for reimbursement purposes).
- Take photographs of damages to property prior to removal of any debris.
- Inventory all damaged equipment and separate it from undamaged equipment.



The following emergency supplies should be considered for each person on the city/entity's emergency team comprised of essential personnel that have been identified during the pre-planning phase.

## EMERGENCY SUPPLIES

- Water – one gallon per person, per day (3-5 day supply)
- Food – non-perishable, easy-to-prepare items (3-5 day supply)
- Flashlight
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- First aid kit
- Insect repellent, sunscreen
- Personal medications and medical items
- Multi-purpose tool
- Sanitation and personal hygiene items (toiletries, sanitizer, towels)
- Copies of personal documents (medication list and pertinent medical information, proof of address, etc)
- PDAs and cell phones with chargers
- Family and emergency contact information
- Extra cash (issued as cash advance )
- Blanket, sleeping bag, or bed roll
- Map(s) of the area
- Clothes, rain gear, rubber boots



The following phone numbers and useful websites have been provided to better assist our members in case of emergency situations. Please keep this information with your emergency preparedness/response plan.



**TMLIRP Storm Response Team**

**TMLIRP HELPFUL NAMES AND PHONE NUMBERS**

**Liability/Property Claims Department**

(Mike Rains, Manager)

Weekend Liability/Property Claims phone number

Weekday Property Claims

**Fax number**

**Email**

**800-537-6655**

512-491-2342

512-491-2342\*

800-537-6655

**512-491-2366**

**[mrains@tmlirp.org](mailto:mrains@tmlirp.org)**

\* Important note: The after-hours and weekend emergency phone numbers are to be used for hurricane damage reports only.

**Loss Prevention Department**

(Les Horne, Manager)

Mobile phone

**Fax number**

**Email**

**800-537-6655**

512-491-2305

512-413-6145

**512-491-2388**

**[lhorne@tmlirp.org](mailto:lhorne@tmlirp.org)**

**Workers' Compensation Department**

(Mike Bratcher, Manager)

**Fax number**

**Email**

**800-537-6655**

512-491-2343

**512-491-2481**

**mbratcher@tmlirp.org**

**TML Risk Pool – Austin (Main Office)**

PO Box 149194

1821 Rutherford Lane Suite #100

Austin, Texas 78714-9194

**800-537-6655**

**TML Risk Pool – Corpus Christi (Field Office)**

6262 Weber Suite #329

Corpus Christi, Texas 78413

**Fax number**

**361-814-1722 or**

**800-327-2780**

**512-491-3313**

**TML Risk Pool – Harlingen (Field Office)**

222 East Van Buren Suite #403

Harlingen, Texas 78550

**Fax number**

**956-412-1919 or**

**800-327-2857**

**512-491-3314**

**TML Risk Pool – Houston (Field Office)**

14340 Torrey Chase Blvd., Suite #220

Houston, Texas 77014

**Fax number**

**281-893-7110 or**

**800-762-1818**

**512-491-3315**

## COASTAL COUNTY EMERGENCY INFORMATION

### **Aransas County**

[www.aransascounty.org](http://www.aransascounty.org)

Emergency Management – 361-729-2222 or 361-790-0108

Sheriff's Department – 361-729-2222

### **Brazoria County**

[www.brazoria-county.com/em](http://www.brazoria-county.com/em)

Emergency Management – 979-864-1801

Sheriff's Department – 979-388-2392

### **Calhoun County**

[www.calhouncotx.org/emgmt.html](http://www.calhouncotx.org/emgmt.html)

Emergency Management – 361-553-4400

Sheriff's Department – 361-553-4646

### **Cameron County**

[www.co.cameron.tx.us/emergency/index.htm](http://www.co.cameron.tx.us/emergency/index.htm)

Emergency Management – 956-547-7000

Sheriff's Department – 956-554-6700

### **Chambers County**

[www.co.chambers.tx.us/](http://www.co.chambers.tx.us/)

Emergency Management – 409-267-8343

Sheriff's Department – 409-267-8318

### **Galveston County**

[www.gcoem.org](http://www.gcoem.org)

Emergency Management – 1-888-384-2000

Sheriff's – 409-766-2322 or 281-534-3515

### **Harris County**

[www.hcoem.org](http://www.hcoem.org)

Emergency Management – 713-881-3100

Sheriff's Department – 713-221-6000

## **Jackson County**

[www.co.jackson.tx.us/ips/cms/countyoffices/emergencyManagement.html](http://www.co.jackson.tx.us/ips/cms/countyoffices/emergencyManagement.html)  
Emergency Management – 361-782-3398  
Sheriff's Department – 361-782-3371

## **Jefferson County**

[www.co.jefferson.tx.us/](http://www.co.jefferson.tx.us/)  
Emergency Management – 409-835-8757  
Sheriff's Department – 409-835-8411

## **Kenedy County**

[www.co.kenedy.tx.us/ips/cms/countyoffices/sheriff.html](http://www.co.kenedy.tx.us/ips/cms/countyoffices/sheriff.html)  
Emergency Management – 361-294-5205  
Sheriff's Department – 361-294-5205

## **Kleberg County**

[www.co.kleberg.tx.us/ips/cms/othercountyoffices/](http://www.co.kleberg.tx.us/ips/cms/othercountyoffices/)  
Emergency Management – 361-595-8552 or 361-595-8527  
Sheriff's Department – 361-595-8500

## **Matagorda County**

[www.co.matagorda.tx.us/ips/cms/Emergency\\_Preparedness](http://www.co.matagorda.tx.us/ips/cms/Emergency_Preparedness)  
Emergency Management – 979-323-0707  
Sheriff's Department – 979-245-5526

## **Nueces County**

[www.co.nueces.tx.us/](http://www.co.nueces.tx.us/)  
Emergency Management – 361-888-0111  
Sheriff's Department – 361-826-2900



## **Orange County**

[www.co.orange.tx.us/](http://www.co.orange.tx.us/)

Emergency Management – 409-882-7895

Sheriff's Department – 409-883-2612

## **Refugio**

[www.co.refugio.tx.us/ips/cms/](http://www.co.refugio.tx.us/ips/cms/)

Emergency Management – 361-526-2820

Sheriff's Department – 361-526-2351

## **San Patricio County**

[www.co.san-patricio.tx.us/ips/cms/othercountyoffices/safety.html](http://www.co.san-patricio.tx.us/ips/cms/othercountyoffices/safety.html)

Emergency Management – 361-364-9650

Sheriff's Department – 361-364-2251

## **Willacy County**

[www.co.willacy.tx.us/ips/cms/othercountyoffices/emergencyManagement.html](http://www.co.willacy.tx.us/ips/cms/othercountyoffices/emergencyManagement.html)

Emergency Management – 956-689-5456

Sheriff's Department – 956-689-5576

## STATE EMERGENCY INFORMATION

For emergencies, call 911 in all areas. For non-emergency information and referrals, call 211.

For evacuations and special health care needs, call 211 to register in advance for a ride.

### **TexasOnline.com Emergency Portal**

[www.TexasOnline.com/portal/tol/en/emergency/](http://www.TexasOnline.com/portal/tol/en/emergency/)

### **Texas Department of Public Safety**

[www.txdps.state.tx.us](http://www.txdps.state.tx.us)

512-424-2000

### **Governor's Division of Emergency Management**

[www.txdps.state.tx.us/dem/index.htm](http://www.txdps.state.tx.us/dem/index.htm)

512-424-2138

### **Texas Department of Transportation**

[www.dot.state.tx.us](http://www.dot.state.tx.us)

1-800-558-9368

### **Texas State Road Conditions**

1-800-452-9292

### **National Weather Service (Houston/Galveston)**

[www.srh.noaa.gov/hgx](http://www.srh.noaa.gov/hgx)

281-337-5074

### **National Weather Service (Brownsville)**

[www.srh.noaa.gov/bro](http://www.srh.noaa.gov/bro)

956-504-1432



## **National Weather Service (Corpus Christi)**

[www.srh.noaa.gov/crp](http://www.srh.noaa.gov/crp)  
361-289-0959

## **Office of Tourism Information & Referral**

[www.traveltex.com](http://www.traveltex.com)  
1-800-888-8TEX (8839)

## **Texas Department of Agriculture**

[www.agr.state.tx.us](http://www.agr.state.tx.us)  
1-800-TELL-TDA (835-5832)

## **Texas Highway Patrol**

[www.txdps.state.tx.us/tle](http://www.txdps.state.tx.us/tle)  
512-424-2000

## **Texas Highway Patrol Roadside Assistance**

1-800-525-5555

## **Texas Rangers**

[www.txdps.state.tx.us/TexasRangers/](http://www.txdps.state.tx.us/TexasRangers/)  
512-424-2160 (Headquarters)

## **Governor's Office**

[www.governor.state.tx.us](http://www.governor.state.tx.us)  
1-800-843-5789 or 512-463-2000

## **Texas Animal Health Commission**

[www.tahc.state.tx.us](http://www.tahc.state.tx.us)  
1-800-550-8242



## **Texas Attorney General**

[www.oag.state.tx.us](http://www.oag.state.tx.us)

1-800-252-8011 or 512-463-2100

## **Consumer Protection Hotline**

1-800-621-0508

## **Texas Commission on Environmental Quality**

[www.tceq.state.tx.us](http://www.tceq.state.tx.us)

512-239-1000

## **Texas Department of Insurance**

[www.tdi.state.tx.us](http://www.tdi.state.tx.us)

1-800-578-4677 or 512-463-6169

## **Texas Parks & Wildlife Department**

[www.tpwd.state.tx.us](http://www.tpwd.state.tx.us)

1-800-792-1112

## **Texas Department of State Health Services**

[www.dshs.state.tx.us](http://www.dshs.state.tx.us)

512-458-7111 or 1-888-963-7111

## **Texas Association of Convention and Visitor Bureaus Emergency Information System**

[www.tacvbemergency.net](http://www.tacvbemergency.net)

## **TXWARN – Texas Water/Wastewater Agency Response Network**

[www.txwarn.org](http://www.txwarn.org)

886-989-9276

## NATIONAL EMERGENCY INFORMATION

### **American Red Cross**

[www.redcross.org](http://www.redcross.org)

1-866-GET-INFO (438-4636)

### **Environmental Protection Agency**

[www.epa.gov](http://www.epa.gov)

### **Federal Emergency Management Agency (FEMA)**

[www.fema.gov](http://www.fema.gov)

1-800-621-FEMA (3362)

### **National Oceanic and Atmospheric Administration (NOAA)**

[www.noaa.gov](http://www.noaa.gov)

### **NOAA National Coastal Data Development Center**

[www.ncddc.noaa.gov](http://www.ncddc.noaa.gov)

### **NOAA National Climatic Data Center**

[www.ncdc.noaa.gov](http://www.ncdc.noaa.gov)

### **NOAA National Data Buoy Center**

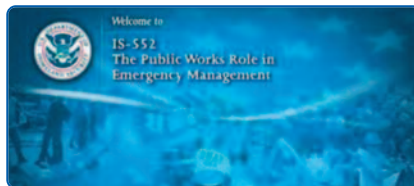
[www.ndbc.noaa.gov](http://www.ndbc.noaa.gov)

### **NOAA National Hurricane Center**

[www.nhc.noaa.gov](http://www.nhc.noaa.gov)

### **NOAA National Oceanographic Data Center**

[www.nodc.noaa.gov](http://www.nodc.noaa.gov)



**NOAA National Weather Service**

[www.nws.noaa.gov](http://www.nws.noaa.gov)

**NOAA Coastal Services Center**

[www.csc.noaa.gov](http://www.csc.noaa.gov)

**NOAA National Environmental Satellite,  
Data, and Information**

[www.nesdis.noaa.gov](http://www.nesdis.noaa.gov)

**NOAA Watch – NOAA's All-Hazard Monitor**

[www.noaawatch.gov](http://www.noaawatch.gov)

**US Department of Homeland Security**

[www.dhs.gov](http://www.dhs.gov)

**U.S. Department of Commerce**

[www.commerce.gov](http://www.commerce.gov)

**National Aeronautics and Space Administration (NASA)**

[www.nasa.gov](http://www.nasa.gov)

**EPA Gulf of Mexico Program**

[www.epa.gov/gmpo](http://www.epa.gov/gmpo)

**US Coast Guard (8th District)**

713-671-5100



## POWER/ELECTRIC COMPANIES

### **Brownsville Public Utilities Board**

[www.brownsville-pub.com](http://www.brownsville-pub.com)

Emergencies: 956-983-6300

### **CenterPoint Energy Houston Electric**

[www.centerpointenergy.com](http://www.centerpointenergy.com)

Customer Service & Power Outage: 1-800-332-7143

### **CenterPoint Energy East/South Texas**

[www.centerpointenergy.com](http://www.centerpointenergy.com)

Gas Leak: 1-888-876-5786

Beaumont: 1-800-376-9663

East Texas: 1-800-259-5544

South Texas: 1-800-427-7142

### **Entergy**

[www.entergy-texas.com](http://www.entergy-texas.com)

Customer Service & Emergencies: 1-800-ENTERGY (368-3749)

Power Outage: 1-800-9OUTAGE (968-8243)

### **Houston County Electric Cooperative**

<http://houstoncountyelec.com>

Customer Service: 1-800-657-2445

Power Outage: 1-800-970-HCEC (4232)

### **Nueces Electric Cooperative**

[www.nueceselectric.org](http://www.nueceselectric.org)

1-800-NEC-WATT (632-9288)

### **San Patricio Electric Cooperative**

[www.sanpatricioelectric.org](http://www.sanpatricioelectric.org)

361-364-2220 or 1-888-740-2220

### **AEP – American Electric Power**

[www.aeptexas.com](http://www.aeptexas.com)

Safety Hazards & Customer Service: 1-877-373-4858

Outages: 1-866-223-8508



## LOCAL EMERGENCY RADIO STATIONS

**KLVI 50 AM** (Beaumont)

**KQXY 94.1 FM** (Beaumont)

**KTRH 740 AM** (Houston)

**KLAT 1010AM Español** (Houston)

**KUHF 88.7 FM** (Houston)

**KZFM 95.5 FM** (Corpus Christi)

**KNCN 101.3 FM** (Corpus Christi)

**KOGT 1600 AM** (Orange)





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