

7006.01

## Tropical Cyclone Standard Operating Procedure



*This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.*

**Related Policies:** Chief's Memorandum NO. 2020-017

**Applicable HI Statutes:**

### I. PURPOSE

Members of the Hawai'i Fire Department are expected to perform their duties in less-than-ideal weather situations. Tropical Cyclones are a normal occurrence throughout the Pacific and can have devastating consequences on the Island of Hawai'i. This SOP will serve as the operational procedure for the department in the event of a Tropical Cyclone impact.

### II. APPLICABILITY

The Tropical Cyclone Standard Operating Procedure is applicable to all Operational Employees within the Hawai'i Fire Department.

### III. GENERAL INFORMATION

1. Tropical Cyclone Condition of Readiness (TCCOR) is a readiness posture of the Hawai'i Fire Department to take the necessary proactive actions to mitigate, protect against, respond to, and recover from the approach and passage of a tropical cyclone.
2. Tropical Cyclone Conditions of Readiness (TCCOR) for Fire Companies in Hawai'i will be declared by the Chief's Office through established procedures.
3. When a Tropical Cyclone forms and winds exceed 50kts (57mph), TCCOR levels will be established.
4. TCCOR Levels are defined below:
  - a. TCCOR 5 - Destructive winds and threats are possible within 96hrs. (Advisory)
  - b. TCCOR 4 - Destructive winds and threats are possible within 72hrs.
  - c. TCCOR 3 - Destructive winds and threats are possible within 48hrs. (Watch)
  - d. TCCOR 2 - Destructive winds and threats are possible within 24hrs. (Warning 36hrs)
  - e. TCCOR 1 - Destructive winds and threats are possible within 12hrs.
  - f. TCCOR Emergency - Destructive winds are occurring.
  - g. TCCOR Recovery - Destructive winds and threats have subsided.
  - h. TCCOR All Clear - Destructive winds and threats have passed and recovery efforts are complete.
  - i. TCCOR Watch - Destructive winds of 35-49kts (44-56mph) are possible
  - j. TCCOR Warning - Sustained winds of 35-49kts (44-56mph) are occurring.
5. Preparedness Checklists for each TCCOR have been developed and are included.
6. Forecast Intensity:
  - D:** Tropical Depression – wind speed less than 39mph
  - S:** Tropical Storm – wind speed between 39-73mph
  - H:** Hurricane – wind speed between 74-110mph
  - M:** Major Hurricane – wind speed greater than 110mph

**IV. PREPARATION**

1. Upon a storm system being characterized as a Hurricane or Tropical Storm, all personnel are to tune into weather updates by the media and Hawai‘i County Civil Defense Agency. Hawai‘i Fire Department will also make periodic announcements of the storm movements and intensity. These announcements will follow National Weather Service briefings through the Everbridge.
  
2. Upon notification to stand up the Emergency Operations Center (EOC), the following order of notification shall be conducted:
  - a. Assistant Fire Chief (OPS)
  - b. Deputy Fire Chief
  - c. Fire Chief
  - d. Assistant Fire Chief (SS)
  - e. Both on duty Operations Battalion Chiefs
  - f. EMS1
  - g. FASO

**V. PROCEDURES**

1. TCCOR 5 - Destructive winds and threats are possible within 96hrs.

ITEM	ACTIONS/TASKS (N+96 HR)	POC
5-1	Conduct TCCOR 5 Notifications	Chief’s Office
5-2	Have executive analysis of potential threats prepared and develop a crisis action team.	Chief’s Office
5-3	Prepare an initial ICS 201 for anticipated impacts.	EOC Representative
5-4	Attend the NWS Weather Briefing and EOC Update.	EOC Representative
5-5	Review the Emergency Response Plan (ERP) and adjust as required.	EOC Representative
5-6	Advise all personnel of the impending storm and preventive actions	Battalion Chiefs
5-7	Identify those on leave and off Island	Admin / HR
5-8	Receive updated weather report for the area you are in.	OIC
5-9	Ensure there is adequate water and rations for staff (72hrs worth) Order through supply if required.	OIC
5-10	Report TCCOR 5 Attainment to the Chain of Command	Battalion Chiefs

2. TCCOR 4 - Destructive winds and threats are possible within 72hrs.

ITEM	ACTIONS/TASKS (N+72 HR)	POC
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<b>7006.01</b>	<b>Tropical Cyclone Standard Operating Procedure</b>	
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4-1	Conduct TCCOR 4 Notifications	FCCC
4-2	Refueling of all vehicles and equipment. All vehicles and equipment must be kept fueled throughout the event.	All Stations
4-3	Secure all loose items around the work area which may be affected by the high winds.	All Stations
4-4	Prepare for relocation if applicable	As Required
4-5	Advise all personnel of the Emergency Response Plan (ERP)	EOC Representative
4-6	Advise all personnel of the Incident Action Plan (IAP)	Battalion Chiefs
4-7	Publish Objectives: <ul style="list-style-type: none"> <li>• Provide emergency services up to the point where the risks outweigh the benefit. Be mindful that severe weather conditions can occur at any time and due to the island's topography, weather severity may vary greatly in different areas. High surf, winds, and rains are expected well before the arrival of the storm.</li> <li>• Begin preparing Post-Storm planning</li> </ul>	All
4-8	Receive updated weather report for the area you are in.	OIC
4-9	Identify any issues or needs at your location.	OIC
4-10	Report TCCOR 4 Attainment to the EOC Fire Representative.	

3. TCCOR 3 - Destructive winds and threats are possible within 48hrs.

ITEM	ACTIONS/TASKS (N+48 HR)	POC
3-1	Conduct TCCOR 3 Notifications	FCCC
3-2	Mandatory hold-over / recall orders given.	All Stations
3-3	Specific directives for key personnel and positions are communicated.	All Stations
3-4	Advise all personnel to ensure that their family members are aware of necessary preparatory actions and to monitor local advisories.	OIC
3-5	Advise all personnel of any updates to the Emergency Response Plan (ERP)	EOC Representative
3-6	Advise all personnel of any updates to the Incident Action Plan (IAP)	Battalion Chiefs
3-7	Check trees, inspect drains / down spouts around the station and report any emergency situations to the EOC.	All
3-8	Receive updated weather report for the area you are in.	OIC
3-9	Identify employee families at risk (inundation zone) notify with preparation checklist and safe haven locations.	EOC Representative
3-10	Move aircraft to secure locations-tie downs	Chopper 1 & 2

<b>7006.01</b>	<b>Tropical Cyclone Standard Operating Procedure</b>	
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3-11	Consider activating the IMT to develop plans for Post Event response and recovery.	Chief's Office
3-12	Report TCCOR 3 Attainment to the EOC Fire Representative.	All

4. TCCOR 2 - Destructive winds and threats are possible within 24hrs.

ITEM	ACTIONS/TASKS (N+24 HR)	POC
2-1	Conduct TCCOR 2 Notifications	FCCC
2-2	Coordinate the release of all non-essential employees.	Chief's Office
2-3	Fully staff the EOC with operational personnel. Primary, Deputy, Back-Up on 24-hr shifts (8-8-8).	Chief's Office
2-4	Initiate the Incident Log and capture cost.	EOC Representative
2-5	Curtail / cancel outside work to only emergency response.	All
2-6	Fill emergency water containers	All
2-7	Sandbag any potential water intrusion threats	Admin / HR
2-8	Receive updated weather report for the area you are in.	OIC
2-9	Leadership will brief final tasking's to subordinates.	Leadership
2-10	Report TCCOR 2 Attainment to the EOC Fire Representative.	All

5. TCCOR 1 - Destructive winds and threats are possible within 12hrs.

ITEM	ACTIONS/TASKS (N+12 HR)	POC
1-1	Conduct TCCOR 1 Notifications	FCCC
1-2	Sustained winds of 40 miles per hour or greater presents a significant danger and will be just cause to discontinue response and / or emergency operations within the affected area.	OIC
1-3	Company Commanders and BCs shall use discretion when responding to an alarm and may decline or cease response if conditions are too dangerous, as personnel safety is of the utmost priority. The FCCC shall be notified when responses have ceased.	OIC
1-4	Battalion Chiefs who feel that individual situations encountered pose a danger to personnel may choose to cease operations prior to this announcement and shall advise their Incident Commander and/or BC and the FCCC.	OIC
1-5	Should the call to suspend, decline, or cease response be made by a Company Officer, it shall be made to FCCC, who shall then notify the applicable Operations Battalion Chief. All other	All

<b>7006.01</b>	<b>Tropical Cyclone Standard Operating Procedure</b>	
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	personnel responding to this incident shall “stand down” and return to their respective quarters, or if unable to do so, report to the nearest fire station or safe location.	
1-6	While conducting operations in conditions that present dangers from falling/ flying objects, full turn out gear shall be worn, especially the helmet. Communications regarding such dangers shall be made to the incident commander (IC) or Operations Battalion Chief.	All
1-7	The reporting party of this emergency shall be notified of the change in response and specific reason(s) for it. If able, assist in providing ways to improve their situation / safety.	All
1-8	Receive updated weather report for the area you are in.	OIC
1-9	Leadership will brief final tasking’s to subordinates.	Leadership
1-10	Report TCCOR 1 Attainment to the EOC Fire Representative.	All

6. TCCOR Emergency - Destructive winds and conditions are occurring.

ITEM	ACTIONS/TASKS (X- HR)	POC
E-1	Conduct TCCOR 1 Notifications	FCCC
E-2	Keep all personnel indoors except for emergency dispatch if conditions warrant.	OIC
E-3	Monitor communications networks, radios and TV stations for weather updates and information.	OIC
E-4	EOC representative conduct hourly PAR’s for accountability	EOC Representative
E-5	Develop initial recovery plans based on incoming reports	EOC Representative
E-6	Stations provide hourly updates on situation and accountability	OIC
E-7	Initial assessments may be made during the eye, as long as it does not put the personnel at risk of weather conditions.	All

7. TCCOR Recovery – Emergency response shall resume when it is safe to do so, and a department wide resumption is announced by the FCCC. The FCCC shall be notified of apparatuses that are unable to provide emergency response and again when responses resume.

ITEM	ACTIONS/TASKS (Post Incident)	POC
R-1	Contact the EOC and report status.	EOC Representative

7006.01

## Tropical Cyclone Standard Operating Procedure



R-2	Have personnel conduct a damage assessment of the station and surrounding area.	OIC
R-3	Conduct an in-district damage assessment.	OIC
R-4	FCCC to triage emergency calls and dispatch accordingly	FCCC
R-5	FCCC to conduct Base radio checks with each station	FCCC
R-6	Upon acknowledgement, each station to advise FCCC of their status. Advisory to include: <ul style="list-style-type: none"> <li>• Response status.</li> <li>• Major damages to station and equipment.</li> <li>• Weather condition and general damage of immediate surrounding area.</li> <li>• Presence and condition of any patient or victims.</li> </ul>	OIC
R-7	FCCC shall notify EOC of PAR	FCCC
R-8	Should no outside communication be available (radio, telephone, or cell phone coverage), high priority should be given to ascertain accessibility to the medical facility serving their area. If access available, determine to what capacity they are functioning.	OIC
R-9	If the medical facility is not accessible, the Station commander shall utilize its available resources to set up a triage area for patients that walk in, drive in, or carried in to the fire station. Key elements are shelter, water, medical supplies, and treatment area with biohazard waste designation, lighting, and a toilet. <ul style="list-style-type: none"> <li>• Triage and treatment area should be separated if possible.</li> <li>• If a temporary morgue is necessary, it shall be in an isolated and secure area, separated from both the triage and treatment areas. Cover cadaver.</li> </ul>	OIC
R-10	Secure a safe area for operations / incident command.	OIC
R-11	Secure an area for firefighter quarters. Key elements are shelter, water, food, cooking appliances, rehab area, shower, toilet, beds, and lighting. Spare supplies shall be stored in this area.	OIC
R-12	Emergency response should start from the station moving outwards. It is imperative that documentation is kept secured and confidential.	OIC
R-13	Continue attempts to re-establish communications with FCCC and Operations Battalion Chief	OIC
R-14	Use Tach channels if repeaters are down to maintain communications with personnel	OIC

7006.01	<b>Tropical Cyclone Standard Operating Procedure</b>	
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R-15	Capture all costs and overtime for the incident and submit to the Battalion Chief.	
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8. TCCOR All Clear - Destructive winds and threats have passed and recovery efforts are complete.
9. Return to Normal Services – When the conditions on the ground have stabilized, it is imperative that normal operations be attained as soon as practical. Following a Tropical Cyclone, many of the municipality services will be degraded or inoperable.

**VI. DOCUMENTATION**

1. Document all activities. Federal reimbursement may be warranted, and accurate records are required for cost-recovery.
  - a. Maintain accurate record keeping.
  - b. Should there be power loss:
    - Initiate / retain written hard copies of all activities on ICS 214 or similar form.
    - At minimum, information gathered shall be as necessary to complete an RMS report.
    - Complete RMS entries as soon as possible after power is restored.
  - c. Documents shall be stored in a water-resistant container or folder and kept in a secure location.