

**Statement of Findings for
NPS Director's Order 77-2, "Floodplain Management"**

**Obsolete Housing Replacement Project
Categorical Exclusion
Padre Island National Seashore**

Recommended:

Superintendent
Padre Island National Seashore
National Park Service

Date

Certified for Technical Adequacy and Servicewide Consistency

Chief
National Park Service, Water Resources Division

Date

Concurred:

Safety Officer
National Park Service, IR 6, 7, 8

Date

Approved:

Regional Director
National Park Service, IR 6, 7, 8

Date

FLOODPLAINS STATEMENT OF FINDINGS

Pursuant to Executive Order 11988, “Floodplain Management” and Director’s Order 77-2: Floodplain Management, flooding hazards have been evaluated related to the proposed alternatives for the project. It is National Park Service policy to preserve floodplain values and to minimize potentially hazardous conditions associated with flooding. This statement of findings (SOF) describes the proposed project, project site, floodplain determination, use of floodplain, investigation of alternatives, flood risks, and mitigation for the continued use of facilities within the floodplain.

PROJECT AREA

The National Park Service (NPS) is proposing a project that would replace obsolete housing at the Padre Island National Seashore (Seashore) with new housing units for Seashore employees. Padre Island is located on the Gulf of Mexico, 30 miles southeast of Corpus Christi, Texas, and is the largest stretch of undeveloped barrier island in the United States. The Seashore is characterized by over 130,000 acres of coastal prairie, beaches, complex dunes, wildlife habitat, and tidal flats.

The Seashore is a popular destination for primitive beach recreation, surf fishing, wildlife viewing, and scenic solitude. Seashore landscapes on the Gulf side of Padre Island transition from broad, white, fine-sand beaches on the coastline to ridges of fore-island sand dunes and grassy interior upland flats interspersed with smaller dunes, ephemeral ponds, and freshwater wetlands. The Seashore also includes a portion of the shallow and hypersaline Laguna Madre that borders the island’s western side, as well as back-island dunes and tidal flats. The Seashore also contains two natural and 20 human-made islands within the Laguna Madre.

The project site is located south of the Malaquite Visitor Center (figure 1) and is confined to the previously disturbed area where an existing 3-bedroom/2-bath modular house and a trailer housing unit are located; these housing units provided permanent and seasonal staff housing. The project site encompasses approximately 2.4 acres and is situated west of foredunes and surrounded by dune herbaceous vegetation.

PROPOSED ACTION

The availability of quality, affordable housing is key in attracting and retaining the workforce necessary to the operations of every park in the national park system. The goal of the proposed action is to house both permanent and seasonal employees on-site. The remoteness and unique barrier island geography of the Seashore preclude the option to house all employees off-site as commutes from the nearest affordable, available housing markets to workstations would be unreasonably difficult and lengthy.

The proposed action would demolish and remove one obsolete trailer and one obsolete modular home located near the Malaquite Visitor Center and replace these structures with new housing units compliant with the NPS Prototype Design Catalogue. The modified design would be cost, energy, and space-efficient and provide necessary code-compliant fire protection. Exterior finishes would maximize sustainability and minimize visual intrusion. The new structures would connect to existing utility lines and would provide the required compliance with Architectural Barriers Act Accessibility Standards (ABAAS); two of the 1-bedroom apartments would be ABAAS accessible. The replacement is consistent with the Seashore’s Housing Needs Assessment, which was conducted in 2015. Elements of the proposed action are described in the following paragraphs and presented in figure 2.

Existing Housing Units. The existing obsolete modular home and trailer would be demolished and removed.

New Housing Units. The project would involve the construction of two new elevated housing units and an elevated one-story structure containing laundry/shower and storage units. If the budget for the project allows, a third elevated housing unit may be constructed. The new housing units would be optimized with a focus on life safety, first costs, space utilization, and energy efficiency. The building massing, structure height, and roof profiles would accommodate Seashore-specific requirements, and all design and construction would be completed in accordance with the National Flood Insurance Program (NFIP) Guidelines.

Expanded Parking. Three two-car garages would be built, if budget allows, and an additional 10 to 11 surface parking and ABAAS spaces would be provided. Existing RV spaces would be expanded to provide a total of 13 VIP RV spaces, one of which would be ABAAS compliant.

Utility Systems. The new structures and RV spaces would be served by upgraded utility lines: sanitary sewers, water systems, and dry utilities.

Landscaping and Drainage. Site improvements and grading would be restricted to the existing footprint of disturbance. Actions would include improvements to paved areas, shade trellis off of the laundry/shower unit, furnishings, the pedestrian path to the Visitor Center, and sitewide landscaping and revegetation improvements.

SITE AND FLOOD HAZARD DESCRIPTION

The project site is located approximately 500 feet (ft) from the open coast of the Gulf of Mexico. Site topography has been characterized based on aerial LiDAR surveys and topographic land surveys. In 2018 and 2019, the U.S. Geological Survey (USGS) conducted LiDAR surveys of south Texas, producing bare-earth Digital Elevation Models (DEMs) with a horizontal resolution of 1 meter (3.3 ft; figures 3 and 4). A field visit to the project area to collect more precise and up-to-date topographic data for the proposed project site was conducted in 2020 (Moffat & Nichol 2020). Site-specific descriptions and flood hazard characterization are based on the survey conducted during the 2020 field visit, while topography and flood hazards in areas to the north, south, and west of the site are characterized using the 2018–2019 DEMs.

The area surrounding the project site is characterized by dune formations that result in variable ground elevations throughout (figures 4 and 5). Within the proposed project site, ground elevations range from +15 ft above the North American Vertical Datum of 1988 (NAVD88) to a high spot of +26 ft NAVD88 at the location of an existing building. Existing impervious surfaces within the project site cover 33,547 square feet (sq ft) (i.e., 29.0% of the project site), while the proposed action would increase the total impervious area to 52,039 sq ft (i.e., 46.9% of the project site). About 200 ft from the Gulf, a narrow band of dune runs parallel to the shoreline with elevations ranging from +12 to +18 ft NAVD88. About 150 ft landward of these dunes toward the project site, there are wider dunes with crests greater than +20 ft NAVD88. To the south and southwest of the project site, some of these dune crests reach over +30 ft NAVD88. Significant portions of the dunes around the project site are vegetated. To the west of the project site in the direction of the Laguna Madre, ground elevations are low with no established dunes and range from 0 to +8 ft NAVD88. However, Park Road 22 runs north-south along the entire western region of the project area, resulting in a long, elevated ridge of +8.5 to +9 ft NAVD88.

Offshore bathymetry in the project region was obtained from National Oceanic and Atmospheric Administration (NOAA) Nautical Chart 11307 and in electronic format from C-MAP, a marine mapping program. Depth contours in the Gulf run consistently parallel to the shore, showing no relevant bathymetric features that could have a significant impact on wave propagation in the project site.

The Gulf of Mexico has historically experienced tropical storm activity that presents a hazard to infrastructure located in coastline areas. An estimated 72 storms have passed within 100 miles of the project site since 1880, of which 35 were considered hurricanes (Category 1 or greater) (NOAA 2020). Of these 35 hurricanes, 7 were classified as Category 4 or greater.

Regulatory flood hazards in the area containing the project site can be delineated by the Federal Emergency Management Agency (FEMA) Insurance Rate Map (FIRM) produced by the most recent Flood Insurance Study (FIS) conducted for Kleberg County, Texas in 2011 and 2012. The effective date of the resultant FIRM containing the project site is March 17, 2014 (figure 6). According to this 2014 map, the project site is located in a Zone VE (i.e., where wave heights are equal to or greater than 3 ft) with a Base Flood Elevation (BFE) of +10 ft NAVD88. The BFE is the 100-year wave crest elevation. Based on the 2014 FIRM Map, the northwestern border of the project site overlaps with the Limit of Moderate Wave Action, which indicates the landward edge of where 100-year wave heights are less than 1.5 ft. This abrupt transition from a Zone VE, where the 100-year wave height is at least 3 ft, to a zone where the wave height is less than 1.5 ft, is attributable to prominent features such as the inland dunes breaking significant wave energy.

The elevations presented in the 2014 FIRM within the regulatory floodplain are inconsistent with the values found in the 2018–2019 DEM data; ground elevations noted in 2018-2019 DEM data within the project site are +15 ft NAVD88 or higher, while the BFE is +10 ft NAVD88. This discrepancy may be due to coarse-scale topographic data and/or model resolution used to produce the 2014 FIRM. The advanced numerical modeling used in the FIS to develop storm surge and nearshore wave conditions is done at a large scale that is appropriate for regulatory uses but is less applicable to the designation of precise design elevations on a site-specific basis.

A site-specific flood hazard analysis was conducted to confirm the results of the FIS and to develop a site-specific flood hazard (Moffat & Nichol 2020). A review of methods in the FIS and a comparison of data including storms that occurred after the FIS confirmed that the offshore wave transformation modeled by the FIS produced reasonable wave heights to use as input for an inland wave propagation study at the project site (Moffat & Nichol 2020). Based on the FIS data, the parameters for the 100-year starting wave, are a significant wave height of 5.8 ft and a peak wave period of 10 sec.

FEMA's Coastal Hazard Analysis Modeling Program (CHAMP) model was also used following an analysis of the FIS data to conduct a site-specific coastal engineering analysis to evaluate wave height propagation through the site, referencing three topographic transects combining the 2020 field survey and C-MAP bathymetric data (Moffat & Nichol 2020). The erosion module of CHAMP was used to determine the adjusted transect profile, given the transect conditions of a barrier island shoreline, with a large, mature, vegetated dune system. Although the 2014 FIRM indicates the project site is located in Zone VE, the CHAMP results indicate that the project site is located in Zone AE and Zone X (Moffat & Nichol 2020). FEMA defines Zone AE as the area where wave heights are less than 3 ft during a 100-year storm event, and Zone X as an area of minimal flood hazard, higher than the wave crest elevation of the 500-year storm event. Only the most seaward section of a single transect placed the project site within the Zone AE, while the majority of the site is within Zone X. Regarding the minimum design elevation, the results indicate a recommended BFE for the 100-year event is +10.4 ft NAVD88, which is in agreement with the FIRM. Per the FEMA FIS report, the 500-year BFE for the project site is recommended to be +13.9 ft NAVD88.

Padre Island is also vulnerable to flooding from the bayside, as storm surge propagates through Laguna Madre. Storm surge from the bayside is typically lower than coastal storm surge because the latter is augmented by waves from the open ocean. However, when planning for development and coastal zone management, the potential of flooding from the bayside must be considered. To assess the flood hazard at

the project site from propagation out of the shallow Laguna Madre, the still water elevations calculated as part of the FIS were consulted. The bayside 100-year still water elevation ranges from +5 ft to +6 ft NAVD88. Therefore, flood hazard at the project site is mitigated from the bayside by the elevated roadway beneath Park Road 22.

The mean sea level at Padre Island National Seashore is expected to rise as a result of climate change over the design life of the proposed new housing units. The NPS Sea Level Rise and Storm Surge Projections produced in 2018 predict an increase in mean sea level (under IPCC Representative Concentration Pathway [RCP] 8.5) of 0.24 meters (0.79 ft) by 2050 and 0.69 meters (2.3 ft) by 2100 at the Seashore (Caffrey et al. 2018). This degree of SLR alone would not flood the project site, as the lowest ground elevation (+15 ft NAVD88) remains higher than the sum of existing mean higher high water (MHHW; +1.2 ft NAVD88) and SLR (2.3 ft), i.e., +3.5 ft NAVD88 (Moffat & Nichol 2020). However, site-specific modeling of inland wave propagation over existing dune formations under SLR scenarios has not been conducted. Factors such as the potential for increased dune erosion under SLR may increase the flood hazard at the project site in the future.

JUSTIFICATION FOR THE USE OF THE FLOODPLAIN

Padre Island National Seashore is a popular destination where visitation is tied to remote recreation experiences in an undeveloped barrier island environment. In pursuit of these values, there are multiple justifications for the selection of the proposed site. By building new housing on a previously occupied site adjacent to an important visitor center, disturbance to visitor experience in alternate, more remote areas of the Seashore would be minimized during construction and use of the housing. The proposed site is located on an existing paved cul-de-sac and existing gravel turnaround with existing utility lines available, so increases in net impervious surface coverage and vegetation disturbances due to increases in housing and RV capacity would be minimal. The site is already accessible by vehicle and linked to the Malaquite Visitor Center by an existing unpaved footpath. This accessibility and proximity to Seashore facilities such as the visitor center, Malaquite Picnic Pavilion, Malaquite Beach, and Malaquite Campground enable efficient staff transit to areas of high visitor density. In addition, redeveloping the existing housing site is cost-effective based on existing access routes and utility lines in place.

Despite its location within a FEMA regulatory floodplain and within a special flood hazard area, site-specific analysis confirms that the flood hazard from the 100-year storm event is negligible at the proposed site (Moffat & Nichol 2020). Ground elevations throughout the project site captured during a 2020 site visit are at least 4 ft higher than the BFE, and modeling results indicate that the site is protected on the Gulf side by wide, high, vegetated dunes, and on the bayside by the elevated Park Road 22 roadway (Moffat & Nichol 2020).

Due to these amenable site conditions which allow for in-place replacement of existing housing and the need to provide housing for permanent and seasonal staff on the island, there is no practicable alternative to locating the new housing units in the regulatory floodplain. Alternative sites considered on this low-lying barrier island do not benefit from this combination of accessibility, cost-effectiveness, and sheltering from flood hazards. Local housing market pricing does not support a viable short-term rental option for the Seashore; there is no affordable private sector housing available within 25 miles of the project site. Most of the short-term housing in local communities that was at one time available for rent is now being managed as vacation rentals by owners and is no longer available for temporary employees at the Seashore.

FLOOD RISKS

The proposed action would occur within the 100-year regulatory floodplain, as described above, and presented in figure 6. However, site-specific analyses that confirm wave crest elevations of the FEMA FIS and take into account the local topography indicate that coastal flooding is not expected to significantly impact the project site during the 100-year storm or the 500-year storm. By 2100, the combination of SLR (of 2.3 ft) and BFE corresponding to the 500-year event (+13.9 ft NAVD88) may pose a flood risk at the project site due to exceedance of the ground elevations (at least +15 ft NAVD88), however inland wave propagation accounting for vegetated dunes and erosion has not been modeled, and this SLR scenario would occur 20–25 years beyond the design life of the proposed structures.

Natural and Beneficial Floodplain Values: Emergent non-tidal wetlands were identified during a delineation in May 2020 outside the project site limits to the south and southwest. These wetlands have the primary functions of groundwater recharge, flood flow alteration, and sediment/shoreline stabilization. The wetlands receive and detain excessive floodwater resulting from major storm surge from the Gulf of Mexico, as well as typical runoff from the developed portion of the project site. Additionally, the vegetated wetlands support sediment stabilization by stabilizing the sandy dunes and providing wildlife habitat, as well as nutrient and sediment retention.

Adverse impacts on natural floodplain and wetland values include potential removal of some vegetation and construction of new permanent features resulting in a net increase of impervious area in the floodplain of 18,492 sq ft. This equates to an increase of the existing impervious surfaces within the project site by 17 percent. These actions could have a small adverse impact on floodplain values – previously vegetated areas would have less capacity to store rainfall and new impervious surfaces may result in a reduction of infiltration of water into the ground and an increase in runoff that may minimally impact the nearby wetlands. However, these impacts would be slight and would not cause an increase in flooding at the Seashore due to the sparse nature of the existing vegetation within the project site, the extensive vegetation established across the dunes and wetlands surrounding the project site, the small area affected, and the restoration efforts taken after construction (as described in the following section). Impacts of additional impervious area would be mitigated by the construction of a stormwater bioretention area along the southern border of the project site.

Site-Specific Flood Risk: As described previously, flood risk at the project site is currently negligible, and any increase in risk due to projected SLR is adequately mitigated by the construction of residential buildings on pilings 25–30 ft deep that elevate the structures at least 3.5 ft above grade. Ground elevations within the project site range from +15 ft NAVD88 to +26 ft NAVD88. BFE corresponding to the 100-year event (i.e., with a 1% probability of exceedance in a given year) is +10.4 ft NAVD88, and BFE for the 500-year event is +13.9 ft NAVD88 (Moffat & Nichol 2020). Average SLR for all of Padre Island National Seashore is not projected to exceed 2.3 ft by 2100 (Caffery et al. 2018).

Capital Investment: Low flood risk (described in the preceding sections), practicable mitigation measures (described in the following section), and the acute need for affordable, on-site housing for permanent and seasonal employees justify the investment in the proposed action within the regulatory floodplain. The Seashore currently manages two housing units supporting operations. The National Park Service decided to take one of these units out of service for further occupation due to safety concerns.

Human Health and Safety: Existing employee housing units do not meet human health and safety standards due to structural degradation and the intrusion of water resulting in rot and mold issues. The proposed action would enhance the structural longevity and safety of housing for Seashore staff by using materials and designs specifically suited to the harsh saline and humid conditions at the site. All residential structures would be elevated on pilings that reduce the already low flood risk. Raising these

structures would enhance structural integrity in the case of extreme flooding. Although the project site is within 500 ft of the shoreline, proximity to an existing elevated roadway and Seashore facilities means that in the case of extreme flooding, there is a likelihood of ample warning and opportunity for evacuation of the site. Housing occupants and employees residing in RV spaces are specifically referenced in Hurricane Plans and other emergency operations plans.

FLOOD MITIGATION MEASURES

Mitigation measures would reduce hazards to human life and health, protect capital investment, and protect natural and beneficial floodplain values. The proposed action involves replacement of existing deteriorated structures with new structures in the regulatory floodplain, Zone VE. Flood mitigation measures would include elevating residential structures following guidance in the 2016 NPS Coastal Adaptation Strategies Handbook (CASH) consistent with NFIP guidelines and maintaining dune vegetation through restoration and invasive species management programs.

Based on guidance in the CASH, two additional considerations above the BFE are recommended for this project: consideration of SLR and consideration of freeboard/clearance requirements for finished floor elevations. For non-critical structures (such as the proposed project) in the Zone VE, the CASH recommends adding 2 ft vertical clearance to account for SLR, plus 55% (i.e., 13 inches [in]) to account for wave effect if in a V-Zone. This results in a vertical SLR allowance of 3 ft 1 in (approximately 3.1 ft) at the project site, which is in Zone VE per the 2014 FIRM. To account for the vertical freeboard of the floor structure, the CASH recommends a typical value of 2 ft. Applying the SLR allowance of 3.1 ft and the 2-ft freeboard recommended by the CASH, the finished floor elevation designed for the 100-year event would be 15.5 ft NAVD88. The proposed residential structures would be elevated on pilings 3.5 ft above grade to aid in ease of building maintenance and would be located within sections of the project site where grade ranges from +15 ft NAVD88 to +17.5 ft NAVD88. Therefore, the finished floor elevations would be between +18.5 ft NAVD88 and +21 ft NAVD88, which is 3.0–5.5 ft higher than the minimum elevation recommended following the CASH.

The project site benefits from the existence of well-established sand dunes that offer protection from storm surge and waves approaching from the Gulf of Mexico. Significant portions of these dunes are vegetated, which provides higher resistance to erosion. Construction practices that prevent the introduction of invasive plant species and restore native plants as part of post-construction landscaping within the project site would contribute to maintaining the integrity of these dunes and potentially improve their condition over the long term. Additionally, natural resource management would prioritize the improvement of this critical natural infrastructure by removing any exotic vegetation, adding native dune vegetation, and/or raising the crest of dunes that are low with respect to adjacent formations in the vicinity of the project site.

A stormwater bioretention area of approximately 4,650 sq ft would be constructed at the southern border of the project site to mitigate the possibility of increased overland flow due to the increase in impervious surface involved in the proposed action. The bioretention area would comprise a soil filter layer overlaying a rock storage layer.

Consistent with National Flood Insurance Program (NFIP) guidelines, the Seashore currently has and will continue to maintain an active hurricane plan and other weather emergency warning guidance, such as for flooded roadways and coastal flood advisories. The Seashore participates in the south Texas emergency management partnership led by the National Weather Service (NWS), and its communication network provides direct notification of NWS-issued watches, warnings, and other advisories to Seashore management and emergency response staff. Because the situations that lead to flooding and severe storms are known by the NWS and an established communication protocol exists, warnings and evacuation are

practical options for the protection of human life. The Seashore's hurricane plan (appendix A) addresses the evacuation of employees in government-provided housing and volunteers from the campground located within the project area, as well as at other campgrounds throughout the Seashore. This plan has proven effective in maintaining safety during storms, and it will continue to be reviewed and updated at least annually.

SUMMARY

Padre Island National Seashore plans to replace obsolete employee housing near the Malaquite Visitor Center with new buildings and expanded RV spaces to meet the housing needs of permanent and seasonal Seashore employees. Padre Island is a low-lying, largely undeveloped barrier island on the Gulf Coast of Texas, where visitors can experience a variety of coastal environments and recreation opportunities. In addition to the evidence presented herein that the existing housing site has negligible flood risk, site selection within the regulatory floodplain is justified by the critical need for affordable housing with Seashore limits, cost-effectiveness conferred by existing utilities and road access at the site, and the lack of suitable alternative sites in terms of costs and resource impacts.

The proposed 2.4-acre project site is located approximately 500 ft from the Gulf of Mexico shoreline and within the regulatory floodplain as designated by FEMA, based on mapping conducted in 2011–2012 and effective as of 2014. However, site-specific topographic surveys and storm surge modeling conducted in 2020 confirm that wave crests and flood hazards commensurate with the 100-year and 500-year storms would not impact the project site, due to a combination of factors. First, high, vegetated dunes running parallel to the shoreline provide effective protection against modeled storm surge and erosion. Second, ground elevations across the project site itself are at least +15 ft NAVD88, which is higher than the base flood elevation of +10 ft NAVD88. Last, flood hazard from the west (i.e., the Laguna Madre side of Padre Island) is mitigated locally at the site by the elevated roadway of Park Road 22. SLR is expected to impact Padre Island over the coming decades, with a projected increase of 2.3 ft by 2100. If combined with the flood hazard resulting from the 500-year storm, the project site may be vulnerable to flooding by the end of the century. This flood risk can be adequately mitigated by constructing residential buildings on 3.5-ft pilings as recommended herein, and by instituting sound warning and evacuation procedures for employees residing in the new housing units and RV spaces.

REFERENCES

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FIGURES

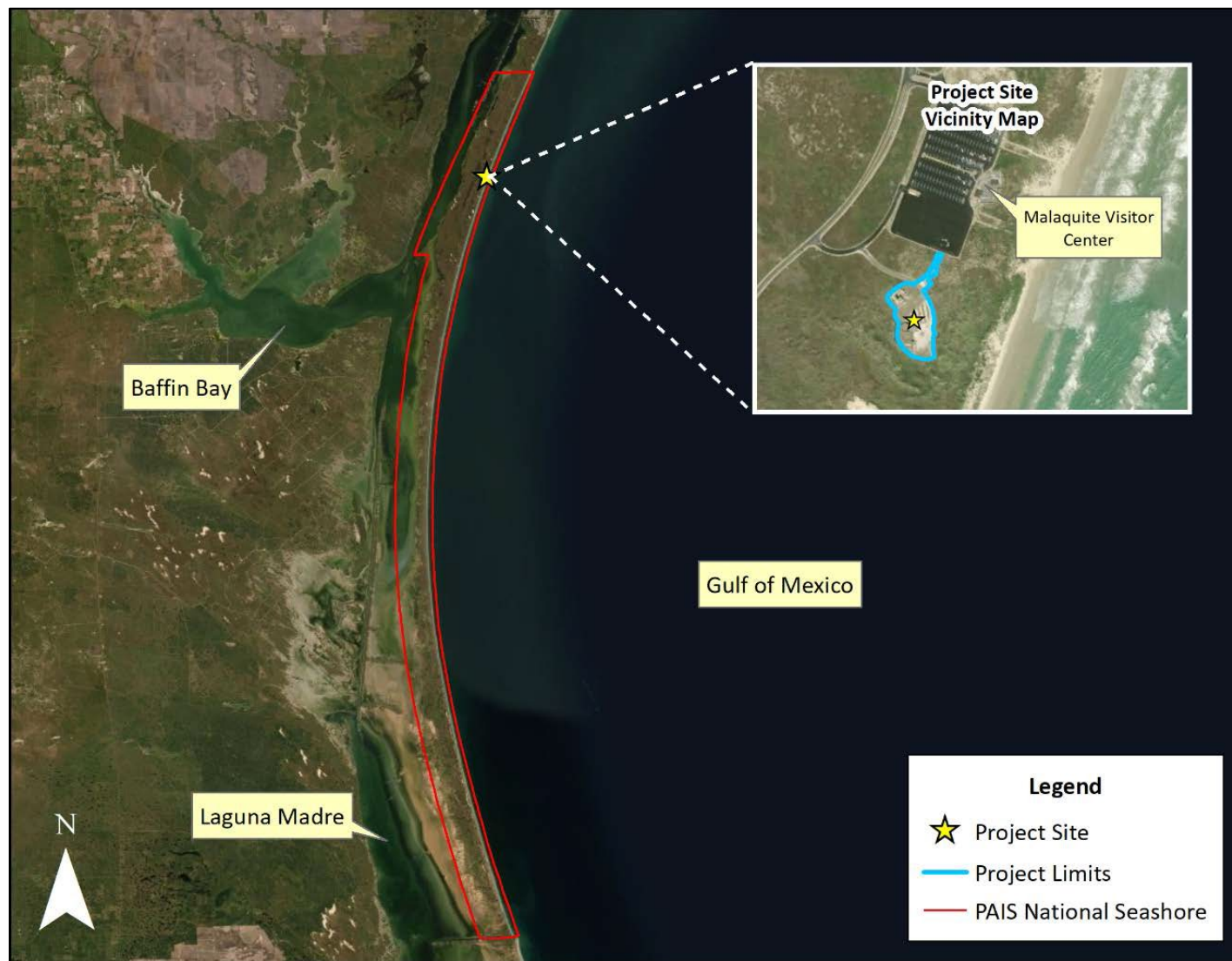


Figure 1. Project site location (Moffat & Nichol 2020).

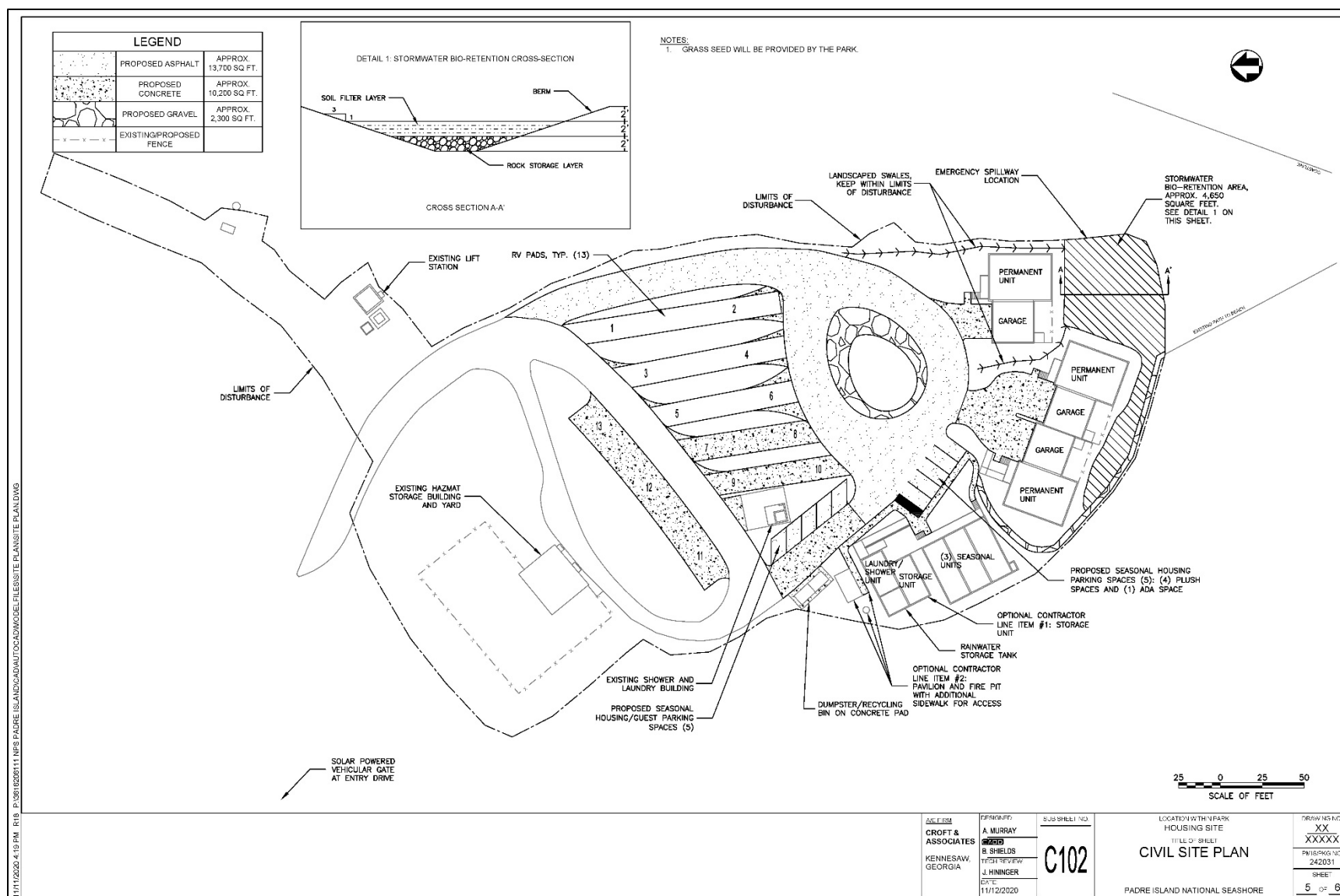


Figure 2. Civil Site Plan for Proposed Action, reproduced from Croft & Associates, Preliminary Design



Figure 3. Ground elevations on Padre Island surrounding the project area according to the 2018 LiDAR survey.

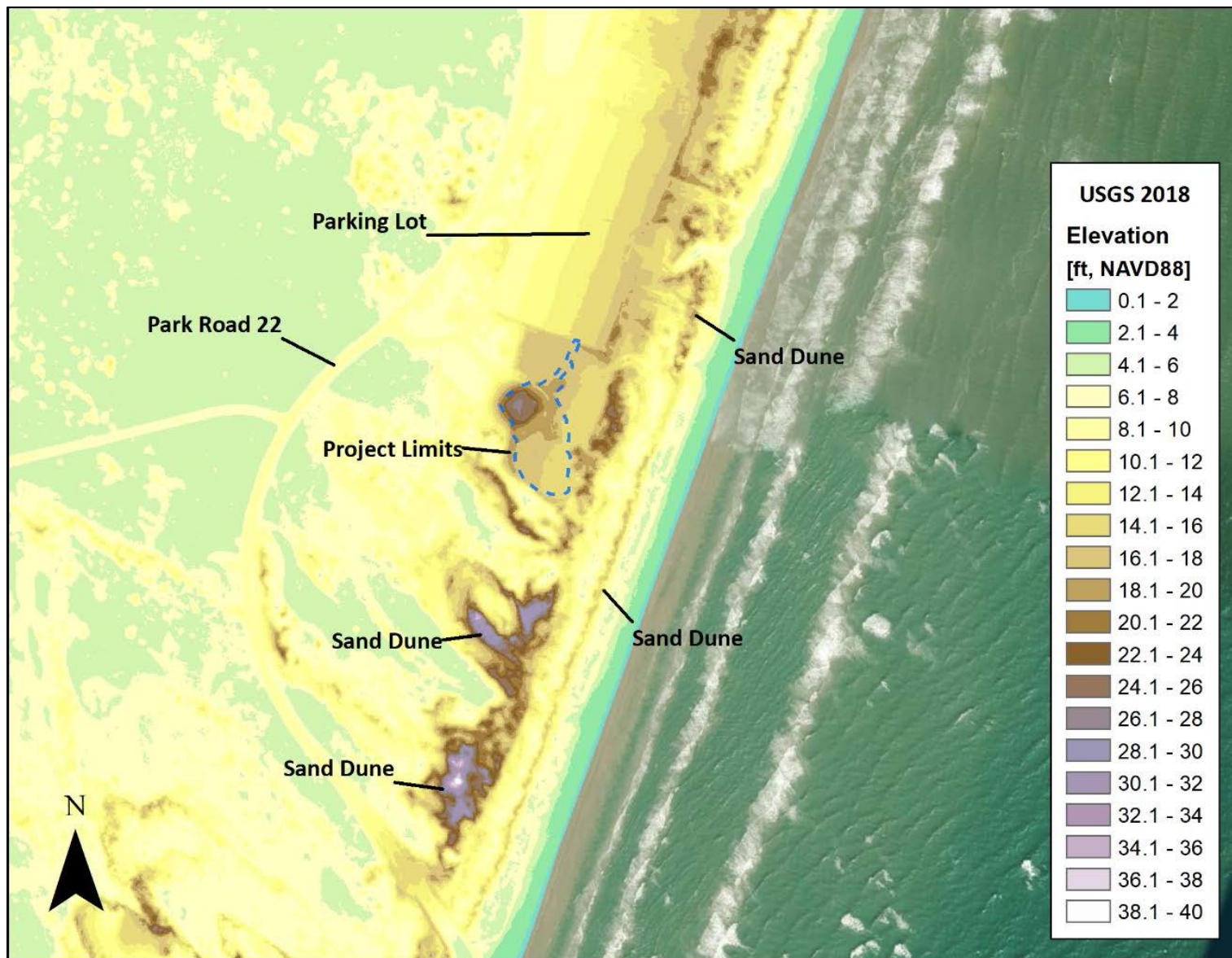


Figure 4. Ground elevations at the project site and surrounding area according to the 2018 LiDAR survey.



Figure 5. Vegetated dune formations near the project site (Moffat & Nichol 2020)

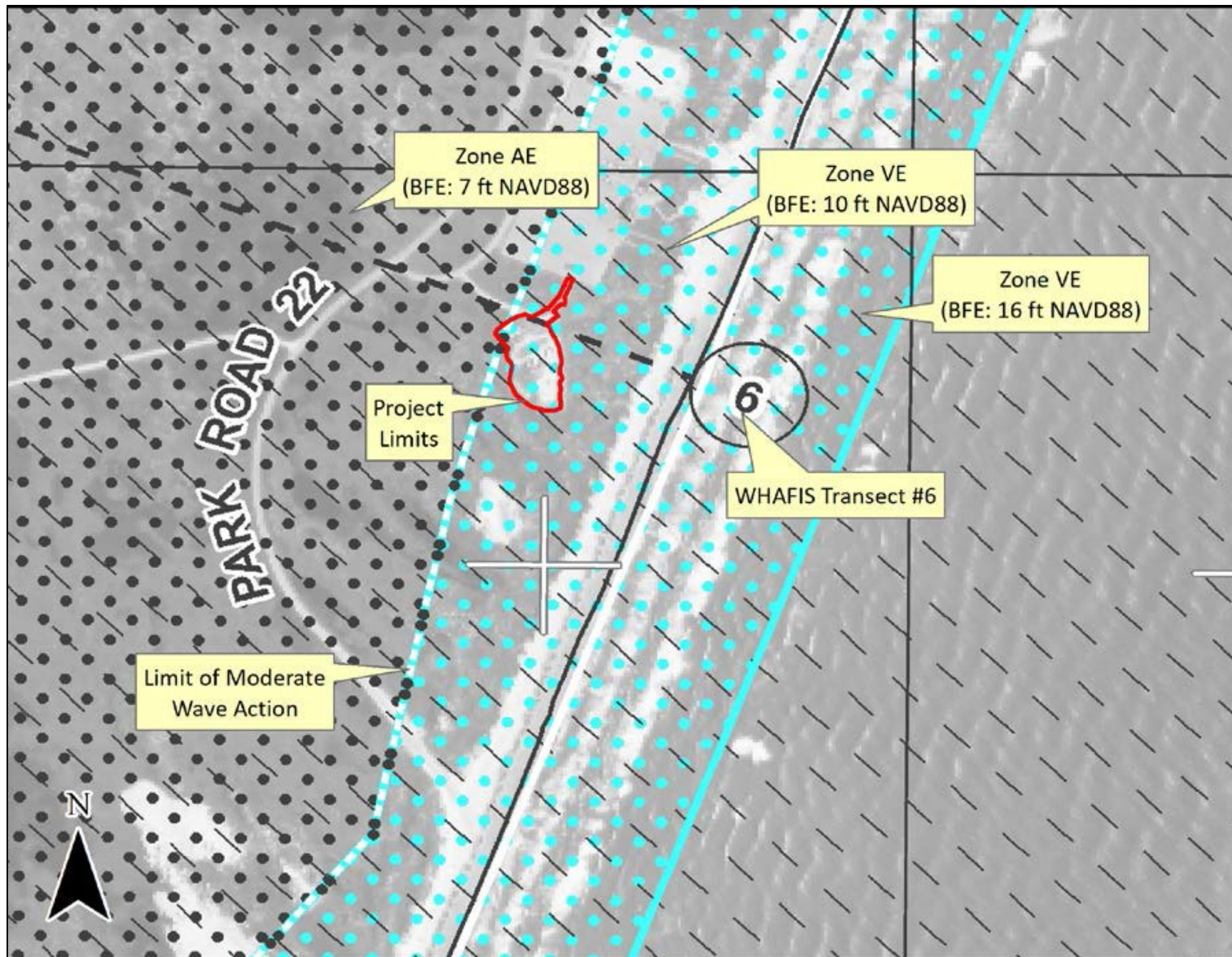


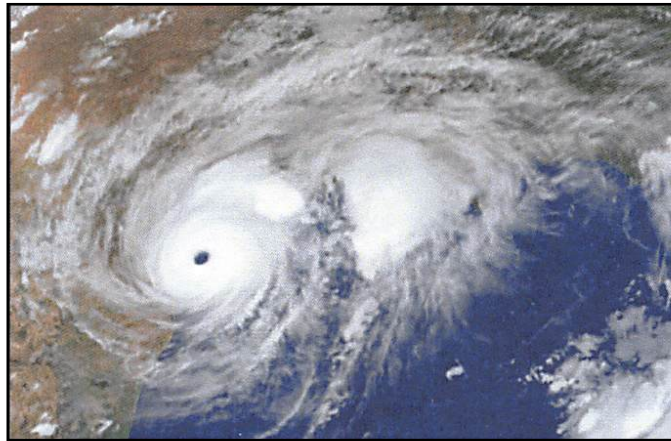
Figure 6. FEMA Effective Flood Map (2014) containing the project site, reproduced from Moffat & Nichol (2020)

APPENDIX A

Padre Island National Seashore Hurricane Plan (June 2021)

Padre Island National Seashore Hurricane Plan

June 2021

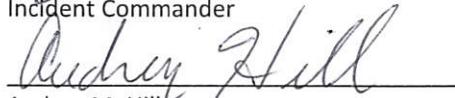


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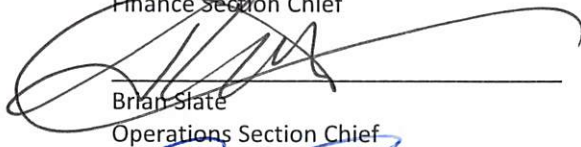
Joseph Roberts
Incident Commander

6/24/2021
Date



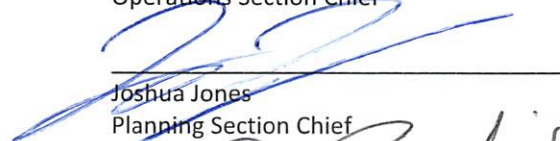
Audrey M. Hill
Finance Section Chief

6/25/21
Date



Brian State
Operations Section Chief

6/24/21
Date



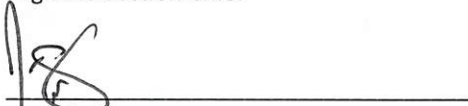
Joshua Jones
Planning Section Chief

7/6/2021
Date



Cynthia Rubio
Logistics Section Chief

6/24/2021
Date



Kevin Van Tilburg
PAIS CDSO

6/24/2021
Date



Greg Smith
Zone Safety Officer


Date

7/7/2021

DAVID KANEDigitally signed by DAVID KANE
Date: 2021.07.23 13:24:08 -06'00'

David Kane
Chief of Safety, Health, and Wellness
Region 6, 7, 8

Date



Christine Jacobs
SAAN Superintendent

Date

7.7.21

Approved By:

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Date: 2021.07.27 17:19:59 -05'00'

Eric Brunnemann
PAIS Superintendent

Date

OVERVIEW

The Hurricane Plan establishes standard operating procedures designed to protect visitor and employee health and safety, assist in protecting the physical infrastructure of the park, and to provide for the efficient operation of Padre Island National Seashore both before and after a tropical storm/cyclone.

This Plan is a flexible, structured common-sense approach to outline the prudent actions relevant to hurricane preparation and response and addresses the Seashore's needs, depending on the severity of the storm.

The goal of hurricane planning and preparation is to ensure employee and visitor safety while providing the maximum protection for park facilities, government assets, and employees' families and their properties.

Padre Island National Seashore will strive to maintain a state of preparedness on a year-round basis with regards to severe weather conditions. During hurricane season, June 1 to November 30, extra care and precautions will be taken to facilitate quick response to potentially severe tropical weather.

Although this document is entitled "Hurricane Plan", the plan provides a course of readiness for all levels of tropical weather that may affect the Seashore. This plan has been divided into four parts.

Section 1 – Implementation of Plan (Phases of Action and Incident Command Structure)

Section 2 – Operational Activities for Storm Preparedness and Response

Section 3 – Release of Personnel

Section 4 – Post Storm and Continuity of Operations

SAFETY

The safety of all employees, volunteers and visitors is the only concern in the event of a hurricane. All actions taken before, during, and after a storm will be conducted applying appropriate safety practices.

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INTRODUCTION

Purpose

This Plan describes how Padre Island National Seashore will prepare for imminent tropical storms and hurricanes. It also establishes procedures to follow in order to perform continuity of operations during and after a disruption in operations.

Hurricane planning ensures that the Seashore will:

- Prepare for the annual hurricane season.
- Develop standard operating procedures which enable the performance of critical functions in storm preparation.
- Conduct training for park staff in hurricane preparation and response.
- Develop a plan for evaluating resources and restoring park critical functions post-storm.
- Promote the development, maintenance, and annual review of this Plan.

SECTION 1 – IMPLEMENTATION OF HURRICANE PLAN

In the event of a tropical storm or hurricane, an incident management team (IMT) that is structured under the National Incident Management System/Incident Command System (NIMS/ICS) will be implemented to carry out this Plan. All park personnel will participate in storm preparation as defined in this plan. Employees on lieu days or annual leave may be subject to call out/back.

Closure of the park will be completed early enough for park personnel to have sufficient time to prepare their own families and properties for the arrival of a storm.

Protecting human life is the park's concern. Personnel will not expose themselves to danger in order to prevent damage to physical facilities or park resources.

Although this plan is a set of written procedures, it is also meant to be flexible, recognizing that weather events are unpredictable and may require us to adopt new procedures or change our preparations/plans in the immediate moment. In the event of a sudden change in storm movement and a lack of sufficient time to complete final measures, all activity will stop and personnel will evacuate the park and the seashore.

Implementation of the Hurricane Readiness Plan will utilize the Incident Command System (ICS) in order to effectively manage the incident.

The Superintendent will make final determinations concerning alert levels and specific actions to take. Under most circumstances the park staff will follow procedures outlined in this plan, however, nothing in the plan shall limit the authority of the Superintendent to step-up or step-down prescribed actions based on the best available information.

Section 1.1 – Phases of Action

Response to a hurricane or other tropical storm event is primarily reactive, depending on the likelihood of an area being impacted by a storm. Thus, this plan outlines phases that generally correspond to the sequence of events involving a major tropical storm. The time frames and guidelines listed below are general and may be amended by the Incident Commander, after consultation with the Superintendent, as the conditions of a particular storm dictate.

The phases of action used in this plan are listed below. Phases 1 through 5 are based upon tropical weather classifications, a storm's proximity to the Seashore, the predicted path of the storm, and predicted storm surge inundation. This information shall be based upon advisories of the National Hurricane Center (National Weather Service) and upon the judgement and experience of the Incident Command Team.

NWS recommends the following graphics when determining storm response:

- Arrival Time of Tropical-Storm-Force Winds (Earliest Reasonable Arrival Time of Tropical-Storm-Force Winds)
- Storm Surge Watch and Warning Graphic
- Probabilistic Tropical Cyclone Storm Surge and Tide Graphics

The Incident Commander (IC) and Operations Section Chief (OPSC) will provide tropical weather advisories as they are issued during Phase 1, June 1 through November 30. During Phases 2 and 3, the IC/OPSC will provide updates each morning and afternoon, as needed, and as conditions change.

The following Phases will be used to initiate Operational periods, with modifications as deemed appropriate by the Incident Command Team (ICT) and authorization by the Superintendent. The activities which correspond to these phases can be found later in this document:

- Phase 1: Seasonal Readiness:** Throughout hurricane season, June 1 to November 30, park personnel maintain an environment conducive to quick and efficient response to a storm threat.
- Phase 2: Initial Storm Preparation:** Tropical weather conditions pose a potential threat to the Seashore. National Weather Service has indicated the earliest time of arrival for a tropical storm/hurricane is 72 hours (3 days) for Padre Island.
- Phase 3: Partial Closure and Evacuation:** Tropical weather conditions indicate a partial park closure and evacuation of the Seashore. National Weather Service indicates earliest time of arrival for tropical storm/hurricane is 48-60 hours from impact to Padre Island or a Hurricane Watch has been declared.
- Phase 4 Full Closure and Evacuation:** National Weather Service projects the storm path of a Category 1 or 2 hurricane is 36 hours from Padre Island or National Weather Service forecasts that the earliest time of arrival for a Category 3, 4, or 5 hurricane is within 60 hours from Padre Island and the projected path is 150 miles or less south of Corpus Christi or 100 miles or less north of Corpus Christi.
- Phase 5: Evacuation:** Hurricane Warning or the National Weather Service forecasts the earliest time of arrival for a hurricane is 24 hours from Padre Island.

* Note: Should a storm suddenly develop in the western Gulf, or if an approaching storm suddenly increases its forward speed/intensity, any or all of the phases may be bypassed and the park can proceed immediately to Phase 3 or Phase 4.

Post Storm: Resource and Infrastructure Evaluation and Emergency Repairs: After tropical weather conditions have subsided to a safe level.

Salvage & Rehabilitation: Long-term repair and rehabilitation of damages.

Saffir-Simpson Scale for Hurricane Classifications

Category	Barometric Pressure	Wind Speed	Storm Surge	Damage
Category 1	More than 980 mb	74 - 95 mph	4 - 5 ft.	Minimal
Category 2	965-979 mb	96 - 110 mph	6 - 8 ft.	Moderate
Category 3	945-964 mb	111 - 130 mph	9 - 12 ft.	Extensive
Category 4	920-944 mb	131 - 155 mph	13 - 18 ft.	Extreme
Category 5	919 mb	Over 155 mph	Over 18 ft.	Catastrophic

Tropical depression: maximum sustained winds of 39 mph

Tropical storm: 40-73 mph

Section 1.2 – Objectives

Whenever this plan is activated, the objectives must be to:

1. Take all reasonable actions to safeguard human life and prevent injury. (Note: Objective #1 will require emergency service personnel to provide patrol coverage, except when weather conditions make it unsafe to do so or the park has determined to close and enact an evacuation. Emergency service personnel may not be required to remain in the area of a tropical storm or hurricane when the park evacuates or the NWS recommends evacuating the area).
2. Ensure activities conducted by park personnel, both before and after a storm event, do not damage or diminish the resources we are obligated to protect.
3. Take all reasonable actions to prepare government property for an impending storm.
4. Ensure the timely release of NPS personnel so they have the opportunity to take appropriate action to safeguard their own possessions and families. Employees living in mandatory evacuation zones may need to be released earlier.
5. Provide for a thorough examination of alternatives when planning the replacement and/or repair of facilities or structures following a storm event.

Section 1.3 – Command Structure

1. Chain of Command

The Superintendent is responsible for the overall management of Padre Island National Seashore in the event of a hurricane. In the absence of the Superintendent, the “Acting Superintendent” or a designee assumes responsibility. The Incident Commander works for the Superintendent and is responsible for managing the specific event within the park.

The Incident Commander is responsible for the following:

1. Planning and implementing emergency operations in the event of a threatening hurricane.
2. Managing incident personnel in their assigned tasks.
3. Monitoring weather broadcasts and projected hurricane tracks.
4. Recommending to the Superintendent that an All Risk Management Team be ordered to address severe post hurricane recovery and operational challenges.
2. During the hurricane season (June 1 to November 30 - Phase1) the Incident Command System will be in effect with regards to decisions/actions related to tropical storm/hurricane response and readiness. During Phase 2, the Incident Commander is responsible for monitoring tropical storm development and making a recommendation to the Superintendent as to when Phase 3 should be implemented.
3. During Phase 3 the Incident Commander and the Superintendent will determine the need for a complete park closure and evacuation, depending on storm potential and strike probability.

Incident Command Staff:

Incident Commander:	Joseph Roberts	Alternate:	Brian Slate
Operations Section Chief:	Brian Slate	Alternate:	Greg Smith
Plans Section Chief:	Joshua Jones	Alternate:	Matt Stadler
Finance Section Chief:	Audrey Hill	Alternate:	Dimitra Guerrero
Logistics Section Chief:	Cynthia Rubio	Alternate:	Jennifer Smith
Information Officer:	Kelly Taylor	Alternate:	Dustin Baker

Other Incident positions are noted in Part 2 and Part 3 of this document.

4. The Incident Command System will be used during Tropical Storm/Hurricane Events to allow for a more efficient use of limited personnel resources throughout the park.
5. For the duration of the incident, the Superintendent delegates day to day operational management to the Incident Commander. The Incident Command Team supervises all employees of the incident, regardless of normal division assignment. The Incident Commander manages activities through Section Chiefs and Group Supervisors, who supervise the individual employees. Where necessary, Strike Team Leaders shall be responsible for the supervision of specific tasks. During the incident, all employees receive their supervision and direction from the Group Supervisor they are assigned to, regardless of normal division assignment.
6. The Superintendent will provide the Incident Commander with a written Delegation of Authority, which shall grant specific supervisory authority, overtime approval authority, and equipment use authority. A copy of a draft Delegation is attached as Appendix A.

Section 1.4 – General Duties of the Incident Command Team

1. Review and understand the Hurricane Plan and be prepared to implement it.
2. Remain current on tropical weather systems which may impact the park.
3. Maintain communications with the Superintendent, Intermountain Regional Office, Emergency Incident Coordination Center, Group Supervisors, Concessionaires, and with outside groups, including Commercial Use Licensees, local law enforcement, local emergency management organizations, and the news media.
4. Direct and supervise all operations of the Park during all Phases and Post Storm, until the emergency condition is lifted by the Superintendent.

Section 1.5 – Command & General Staff Scope and Responsibilities

Under ICS, the Command Staff comprises of the Incident Commander, and when assigned, the Deputy IC, Information Officer, Safety Officer, agency liaison officers/representatives. The General Staff is comprised of the four Section Chiefs: Operations, Plans, Logistics, and Finance. Although the specific duties and functions of these positions may vary from incident to incident, for the purposes of tropical storm incidents, this shall serve as guidance for defining the scope of the functions assigned to each position.

Incident Commander (IC)

- Carry out operations identified in this plan (and modify as needed) to meet incident objectives consistent, upon issuance, with Delegation of Authority.
- Maintain communications with the Superintendent/ the Regional Chief Ranger, and outside law enforcement and emergency services cooperating agencies.

Public Information Officer (PIO)

- Remain briefed on current situation from Incident Commander, Planning Section Chief, and the Situation Unit.
- Provide regular briefings to keep the following individuals/groups updated:
 - Park employees (including e-mail updates and hotline recordings)
 - The media (as appropriate)
 - Western National
 - Special Use Permits (SUP) and Commercial Use Authorization (CUA) permit holders (get these contacts from issuing office)
 - Researchers
 - Other partners and key organizations

Operations Section Chief (OSC)

- Shift resources and develop/change tactics as necessary to complete all tasks that are consistent with the incident objectives
- Remain briefed on current weather forecasts, storm predictions, storm surge status, marine conditions, and Operation Preparedness Level change predictions from field observations, the Situation Unit, and the IC.
- Keep the IC and the Situation Unit briefed on field conditions (weather, marine conditions, storm surge observations, etc.), task completion progress, problems, accidents/injuries, and hazards.
- Maintain lists of human resource assignments, availability, and needs.
- Maintain communications with Logistics on current and anticipated equipment and supply needs.
- Coordinate Incident Dispatch
- Closely monitor beach areas as to prevent the stranding of equipment critical to post-storm activities and maintain a contingency plan in case employees become cut-off from a vehicle egress (park boat, USCG, etc.).
- Ground transportation (coordinated under OSC), incident dispatch, medical services (coordinated under OSC), security (coordinated under OSC)
- Work with Ranger (V&RP) Group Supervisor to maintain EMS and necessary security.

Planning Section Chief (PSC)

- Maintain a Situation Unit that continually collects and distributes updated information concerning:

- Status of tasks assigned to Operations groups categorized by priority.
 - Storm tracking, behaviors, and National Hurricane Center predictions and forecasts.
 - Marine weather forecasts and conditions observed by field staff.
 - Weather advisories including small craft warnings and storm watches and warnings.
 - Storm surge and tide forecasts and field observations for the beach area (maintain communications with field observer assigned from the V&RP).
 - Updates from local emergency service agencies and media sources on regional evacuations, advisories, and traffic conditions
- Maintain a Resources and Timekeeping Unit that is charged with:
 - Maintaining an updated database of current park employees containing their home address and contact information.
 - Tracking employees on duty, their assignments, and availability for additional assignments.
 - Match resource requests with pool of available resources.
 - Checking out released employees, issuing them post-storm instructions, and collecting information on where employees intend to ride out the storm and obtaining updated contact information. Information should be distributed according to this plan.
 - Tracking employee timekeeping.
 - Lead all planning meetings. Develop/modify strategies to meet incident objectives based on current conditions and—as time allows—creating Incident Action Plans.
 - Keep Incident Commander (IC), Public Information Officer (PIO), and Operations Section Chief briefed on current situation.
 - Maintain communications with IC and Operations Section Chief to exchange ideas on operational strategies, tactics, and changes in the Operational preparedness level.
 - Maintain/compile a documentation file with incident records.
 - As time allows (pre-storm), complete and submit an **ICS-209** (Incident Briefing Summary) to region.
 - In the event of an evacuation, Plans Section Chief will set up e-voice automated answering service with EICC (1-888-246-4335) which will provide a recording of the park's status and allow employees to leave contact information regarding their status, location and contact phone numbers. This will be done in accordance with the directions in the memo (Appendix N).

Logistics Section Chief (LSC)

- Maintain communications with the Operations Section Chief to meet current and anticipated needs.
- Provide supplies typically needed in preparation and aftermath of a major storm event including at a minimum:
 - Emergency closure signs
 - Flagging

- Water
- MREs / additional food and water for employees and volunteers
- Batteries
- Plastic for covering equipment
- Tarps
- Establish and support an Incident Command Post, as needed, in the post storm period.
- Order special resources, as needed, in the post-storm period.
- Provide IT support during all operational preparedness levels and the post-storm period to include:
 - Working with Operations to ensure the appropriate protection of costly and/or critical IT hardware and software.
 - Maintaining/re-establishing critical e-mail and internet access for, minimally, IMT and Superintendent's Office personnel in the post-storm period.
 - VPN program and employee access needed on laptop computers
- The following functions, typically assigned to Logistics under ICS, will not be included within Logistics unless otherwise assigned by the IC in the post-storm period: ground transportation (coordinated under OSC), incident dispatch, medical services (coordinated under OSC), security (coordinated under OSC), and lodging (coordinated under FSC).

Finance/Administration Section Chief (FSC)

- Provide procurement and contracting support for incident personnel throughout all operational preparedness levels and the post-storm period.
- Track and report on incident costs, as time allows. Assign account numbers as appropriate.
- Timekeeping, usually a Finance function under ICS, shall be assigned under the PSC unless otherwise designated by the IC in the post-storm period.
- Provide for lodging needs as identified in this plan or by the IC.
- Maintain a list of public shelters and directions to the shelters that are available in the Coastal Bend area to assist employees in need of temporary housing.

Section 1.6 – General Duties of the Group Supervisors

- Review and understand the park's hurricane plan.
- Develop detailed checklists for respective areas of responsibility and turn into the IC and OSC prior to each hurricane season.
- Make detailed checklists readily available for employees to review and reference when needed.
- Conduct at least one briefing at the beginning of the Hurricane Season for the employees under his/her areas of responsibility.
- Direct and supervise activities under his/her areas of responsibility during each Phase.
- Maintain regular communications with the Incident Management Team.

Section 1.7 – Employee Response During Emergencies

Employees will be notified by their supervisor if they are required to come to the park to assist in emergency preparations upon receiving notification that the park has entered Phase 3 or Phase 4. This requirement may be for all employees, unless specifically excused by their group supervisor or Incident Commander, whether the incident begins on an employee's normal work day or lieu day.

Employees of the National Park Service are subject to this requirement in the event of an emergency. This plan provides notification to all Seashore employees of this requirement.

Section 1.8 – Hurricane Evacuation of Employees in Government Provided Housing

Temporary Quarters:

Employees and their immediate families who occupy government quarters (including seasonal employees, volunteers, and SCAs) who are instructed to evacuate MAY be reimbursed for the cost of the temporary quarters. The employee will be responsible for finding a hotel, and will pay with their personal credit card (to be reimbursed). If the employee cannot make hotel arrangements, the Finance Section Chief will assist them. The employee should notify their immediate supervisor of their location.

The employee must present the government with proper lodging receipts in order to receive reimbursements. Lodging will be reimbursed at the allowable rates for the area. Other costs involved, if claimed, will be ruled based on their merits.

When the employee (and immediate family) is required to remain in temporary housing for a week or more, the Incident Management Team will attempt to make arrangements with the hotel and convert charges over to a purchase order.

Personnel evacuated from government housing can obtain temporary quarters within a 250 mile radius of park headquarters. Park management can authorize daily per diem as provided for in National Park Service regulations.

The Administrative/Finance Section Chief will keep track of public shelters and directions to the shelters that are available in the Coastal Bend area to assist employees in need of temporary housing.

Transportation of Household Goods to Temporary Storage:

Household goods may be taken with the tenants or placed in temporary storage. Labor and transportation will be furnished by the National Park Service as evacuation preparations and conditions warrant for valuable or irreplaceable personal items. These items can be placed in the NPS trailer/U-haul that will be transported to San Antonio Missions.

In the event park residents must evacuate with little or no warning, only valuable or irreplaceable personal items should be moved as time permits. It is recommended park residents document their personal possessions prior to each hurricane season. Documentation should include photographs or video of personal property as well as written documentation such as purchase price. Such preparation will eliminate the hurried last minute need to inventory personal property left behind during evacuation. In case personal property is lost during a storm, DM 347.16.1 allows for reimbursement at the current market value of the itemized articles subject to review and approval by the Solicitor's Office.

Section 1.9 – Hurricane Evacuation of Volunteers in Campgrounds and Outlying Sites

Volunteers occupying sites in either park campgrounds will be required to evacuate at the same time as other campers who are required to leave the area for their safety. They will not be permitted to remain to assist with storm preparations.

Volunteers occupying sites at the residential area will be required to evacuate at the same time as those staying in the campground and they must be gone within 12 hours of the time the campground evacuation notice is given. They will not be given an option to stay in the area to assist with storm preparation or to ride out the storm. Supervisors must see to it that their volunteers comply with this requirement.

When ordered to evacuate, all volunteers will be required to remove their entire rig and all of their equipment and belongings. The Seashore will not be responsible for anything left behind by volunteers.

Prior to departure, supervisors should make every effort to obtain a volunteer's phone number, and provide the Emergency Incident Coordination Center's phone number to the volunteer, so that contact can be made after the storm. Depending on the severity of the storm and where they evacuated to, volunteers may be asked to return to the Seashore after the storm, but will not be required to do so.

FEMA regulations mandate that trailer occupants must evacuate the campground in case of a Tropical Storm, or worse.

If the storm is a Category 1 hurricane or higher, volunteers will be required to leave the area entirely and will not be permitted to ride out the storm anywhere in the park. They will be responsible for finding their own safe refuge to weather the storm.

Prior to their departure, volunteers will return all government property (keys, radios, etc.) for which they are responsible. The immediate supervisor is responsible for retrieving this property. If the volunteer returns after the storm, the property will be re-issued.

Section 1.10 – Definitions and Abbreviations

Tropical Disturbance: An organized storm originating in the tropics or subtropics, which maintains its organization for 24 hours. This plan does not call for closures or evacuations in the event of a tropical disturbance.

Tropical Depression: A cyclonic tropical storm with sustained winds less than 39 mph.

Tropical Storm: A cyclonic tropical storm with sustained winds between 39 and 73 mph.

Hurricane: A cyclonic tropical storm with sustained winds of 74 mph or greater.

Category 1 Hurricane: Sustained winds of 74 mph to 95 mph.

Category 2 Hurricane: Sustained winds of 96 mph to 110 mph.

Category 3 Hurricane: Sustained winds of 111 mph to 130 mph.

Category 4 Hurricane: Sustained winds of 131 mph to 155 mph.

Category 5 Hurricane: Sustained winds greater than 155 mph.

Inundation: Inundation is the total water level that occurs on normally dry ground as a result of the storm tide, and is expressed in terms of height of water, in feet, above ground level.

Storm Surge: An abnormal rise of water generated by a storm, over and above the predicted astronomical tides. This rise in water level can cause extreme flooding in coastal areas particularly when storm surge coincides with normal high tide, resulting in storm tides reaching up to 20 feet or more in some cases.

Hurricane Watch: Hurricane conditions (sustained winds of 74 mph or higher) are *possible* within the specified area. A hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds in an area.

Hurricane Warning: Hurricane warnings indicate that hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified area. The hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds to allow for important preparation.

Employee: For the purposes of this plan the term “employees” includes the staff of Padre Island National Seashore, the park concessionaire(s) and its employees, SCAs, interns and volunteers (when applicable).

Abbreviations:

DOSC: Deputy Operations Section Chief

EICC: NPS Emergency Incident Coordination Center **888-246-4335** or 304-535-4040

EOC: Emergency Operations Center

EMC: Emergency Management Coordinator

FSC: Finance Section Chief

IC: Incident Commander

ICP: Incident Command Post

ICS: Incident Command System

IMT: Incident Management Team

IO: Information Officer

IT: Information Technology

LSC: Logistics Section Chief

NHC: National Hurricane Center (NOAA—National Weather Svc.) **361-289-0959**

OAS: DOI National Business Center—Aviation Management Division

OPL: Operational Preparedness Level

OSC: Operations Section Chief

PSC: Plans Section Chief

USCG: US Coast Guard **361-939-0450**

SECTION 2 – OPERATIONAL ACTIVITIES

Section 2.1 – Staffing

When the Incident Command System is activated in response to a Tropical Storm Incident, the following positions will be filled as indicated below, unless modifications are deemed necessary by the Incident Commander.

Administrative Group Supervisor:	Chris Kuchinski	Alternate:	Dimitra Guerrero
Ranger (V&RP) Group Supervisor:	Trent Haire	Alternate:	Matt Stadler
Maintenance Group Supervisor:	Greg Smith	Alternate:	Alex Castillo
Interpretation Group Supervisor:	Kelly Taylor	Alternate:	Dustin Baker
Resources Group Supervisor:	Shelley Todd	Alternate:	Kelly Nesvacil
Fee Group Supervisor:	Tara Cuvelier	Alternate:	Lucas Iverson
Sea Turtle Group Supervisor:	Donna Shaver	Alternate:	Hilary Frandsen

Employees will be assigned to work under supervision as outlined above. Under the Incident Command System, employees report to their Group Supervisor. Group Supervisors report to the Operations Section Chief (OPSC).

All employees of the park are required to make contact with their Group Supervisor once they are notified by television, radio, or other park personnel that a Hurricane Watch has been declared.

The Incident Commander is the only person with authority to release an employee from duty during the emergency. This requirement is for all employees, whether the incident begins on an employee's normal work day or lieu day. All employees must check out with their group supervisor who will contact the Plans Section Chief who will contact the Incident Commander. Once the release is authorized the last stop for the employee will be to contact the Plans Section and complete the Employee Release Information Form. The employee release form has to be completed on a daily basis. (If the operation period is more than one day the employee has to sign in for work and sign out for work.).

Section 2.2 – Phase 1 - Preparedness

Phase 1 - Seasonal Readiness

This phase coincides with the National Weather Service's Condition 4, indicating Hurricane Season, June 1 through November 30 of each year. During this time routine precautionary measures will be in effect and preparations completed to protect personnel and property in the event of a severe storm warning. The following actions must be accomplished at the start of the hurricane season.

Phase 1 – Hurricane Preparedness

Incident Commander Responsible for:

1. Incident Commander - Update Hurricane Readiness Plan as necessary.
Individual Divisions – Update Division response checklist and set response priorities.

2. Call special meetings of the Hurricane Committee as warranted. Keep the Superintendent informed of storm movements. Ensure the Superintendent has the necessary information to make decisions declaring alert phases and other critical decisions.
3. All employees holding an ICS Position are required to take IS-100 or provide IC with a class certificate from IS-100 (Training is in DOI Talent: USGS IS-100.C: Introduction to the Incident Command System).

All Divisions are Responsible for:

1. Divisions should conduct a general house cleaning of buildings and equipment (especially that relate to public safety and emergency response).
2. Divisions should secure all loose materials and equipment in their areas of responsibility.
3. Maintain all government vehicles and equipment at least 3/4 full of gasoline.
4. Make sure all employees have proper government identification for post hurricane access to the island.
5. Make sure the division has proper storage containers readily available to package computers, IT equipment, and valuables in a moving truck.

Employees are Individually Responsible for:

1. Employees should familiarize themselves with the Hurricane Readiness Plan. Employees are encouraged to set up a home hurricane cache.
2. Completing the Release Information Form and turn into the park's Administration.
3. Staying informed on all tropical storm and hurricane developments by monitoring appropriate weather broadcast services.
4. Essential personnel are subject to call back if needed for emergency operations regardless of annual leave or lieu days.

Phase 1 – Hurricane Preparedness, Superintendent

1. Declare alert stages that will guide the park during hurricane operations.
2. Confirm with San Antonio Missions that SAAN employees will assist with the transport of the park trailer (or UHaul) with evacuated property. Prioritize SAAN VRP employees to travel for assistance if non-LE access is restricted.

Phase 1 – Hurricane Preparedness, Administration

1. Determine requirements to store and protect all computers, office machines/ equipment, and scientific equipment
2. Plan for the protection of park administrative documents and records from the storm. Make pre-season arrangements for removal of items off the island for Phase 3 and 4.
3. Collect Release Information Forms for all employees and store until needed for an incident.

Phase 1 – Hurricane Preparedness, Facility Management Division

1. Facility Management Division will have an adequate supply of materials, i.e., sandbags, plastic covers, canvas, shutters, generators, fans, flashlights, batteries, gas, water, MRE's, etc., on hand to secure and protect park facilities and equipment.
2. Locate "Padre Island National Seashore Closed" signs.
3. Check operational status of all generators.

Phase 1 – Hurricane Preparedness, Resource Division

1. Make sure that resource photo point markings are in place.
2. Ensure weather instruments are in good working order.
3. Prepare and maintain contact information list for oil and gas operators and research permit holders.
4. Identify, organize, and label critical records/files.
5. Prepare prioritized packing/evacuation list, including location, of formal and informal property that is sensitive or of high value.
6. Prepare and maintain contact information for regional resource management and compliance staff, regulatory agencies, cooperators, and other stakeholders to ensure timely communication regarding park actions with the potential to impact cultural and natural resources while preparing for or responding to storm systems.
7. Work with regulatory agencies and other stakeholders to develop and/or update a post-storm re-entry plan to assess, document, and respond to resource impacts.

Phase 1 – Hurricane Preparedness, V&RP

1. Establish and maintain working relationships with outside agencies that may need assistance or offer assistance to the park when needed. Attend local emergency preparedness meetings to keep hurricane planning current.
2. Monitor and document all preparedness activities for the purpose of leading a critique after the hurricane season is over. The purpose of the critique will be to focus attention on changes necessary to improve emergency operations.
3. Confirm with Border Patrol permission to store law enforcement and emergency response vehicles in the gated and locked parking lot at the Corpus Christi Border Patrol Station.
4. Confirm park's continued access/approval to use the off-island storage area for vehicles, boats, and trailers located at 5151 Flynn Parkway, Corpus Christi, Texas (23 vehicles and 2 boats are allowed) (Everhart south to right turn onto Corona to Flynn Pkwy. Turn right onto Flynn Pkwy and turn immediately left into 5151 Flynn Pkwy).
5. Confirm off-island location for PAIS storage facility at 9642 S.P.I.D. The park's units are numbers 635, 636, & 637 for files and units number 613 and 614 for excess property. These units are located across the street from 9642 S.P.I.D between Fun Trackers and South Texas Propane.

Section 2.3 – Phase 2 – Potential Tropical Threat

Phase 2 – Initial Storm Preparation for Storm (72 hours out)

Phase 2 is initiated when tropical weather conditions pose a potential threat to the Seashore. National Weather Service has indicated the earliest time of arrival for a tropical storm/hurricane is 72 hours (3 days) for Padre Island.

Phase 2 – Initial Storm Prep, Superintendent/IC

1. Notify San Antonio Missions and Intermountain Region that a "Phase 2 Alert" has been declared. Confirm with San Antonio Missions that in the event of a tropical storm/hurricane SAAN employees will assist with the transport of the park trailer (or UHaul) with evacuated property.
2. Notify park personnel, volunteers in park, contractors, concessionaires, special use permit holders, research permit holders, oil/gas companies, and visitors of an approaching storm.
3. Update all campers in the campgrounds regarding an impending storm.
4. Have Rental Truck reservation made.
5. Collect all park Satellite Phones.

Phase 2 – Initial Storm Prep, All Divisions

1. Initiate Division-specific checklist.
2. Locate/collect closure materials for your division (boards to close windows, empty sandbags, computer pelican cases, etc.).
3. Secure all loose materials in your division's area of responsibility.
4. Back-up all necessary computer files.
5. Prepare personal office and materials, indicating what items in your work area go on the truck to San Antonio. Mark each item clearly with a note that says "San Antonio" and affix a list on the entrance to each room/office that lists how many/which items need to be moved (i.e., 2 tall file cabinets, short file cabinet, 2 boxes). Assume you will not be there when the work group arrives to move your cabinets/boxes.

Note: Employees may not be assigned to their own division's work group in Phase 3 and Phase 4. This is the time to make sure your personal work necessities are ready to go in the event of a full evacuation.

6. Determine which vehicles your division wants/needs to be evacuated.
7. Make sure radios, excess radios, weather instruments, and emergency equipment are charged, have batteries, and are ready for use.
8. Take pre-storm photographs or videos of park infrastructure and facilities.
9. Top-off all vehicle gas tanks.
10. Empty and clean out the division's refrigerator, freezer, etc.
11. If time permits, coordinate with OSC and begin to evacuate vehicles not essential to shut-down operations.

- Non-essential LE/Emergency Response Vehicles transported to Corpus Christi Border Patrol Station – Fire Truck, LE boat, LE trucks not being used during the hurricane preparation. (Vehicles should be full of gas).
 - Transport non-LE vehicles to storage lot on Flynn Parkway (to include 3 facilities maintenance vehicles and non-LE boats – trailer locks need to be on hand for security).
 - Move Division of Sea Turtle Science and Recovery RV trailer to the storage facility located on Flour Bluff at 3807 Waldron Rd. 361-937-1226.
12. ***Each group leader will maintain a unit log (ICS Form 214) to keep track of division activities, and crew time report for time keeping. Unit Logs & Crew time reports will be submitted to the Plans Section once each day at the end of the work day, which will be turned into the Finance Section Chief.

Section 2.4 – Phase 3 - Partial Closure of PAIS

Phase 3 – Partial Closure / Partial Evacuation of PAIS (48 to 60 hours out)

Tropical weather conditions indicate a partial park closure and evacuation of the Seashore. National Weather Service indicates earliest time of arrival for tropical storm/hurricane is 48-60 hours from impact to Padre Island or a Hurricane Watch has been declared.

Depending on the size of expected storm, Phase 3 could be all the preparations the park makes to prepare for the storm. In the event of a larger storm Phase 3 is beginning of a complete evacuation and closure.

Objectives/Priorities for Phase 3

1. Secure the exterior of buildings (shutters, sandbags, boards, etc).
2. Secure IT equipment (all computers and information storage devices).
3. Evacuate South Beach and close entrance (with gate and piled sand) to prohibit any/all entrances.
4. Notify park residents, campers, and boat ramp users about impending evacuation. Set date/time for campers and boaters to be out of the park.

Section 2.5 – Phase 3 – Operational Activities

In Phase 3, hurricane preparation efforts are organized by the Incident Command System. Employees may not be assigned to their own division's work group from this point forward. Command briefings at the beginning of shift will indicate where employees will be working.

A. Incident Command Team Notification Responsibilities:

The following is a list of people or groups that must be notified regarding an impending closure/evacuation of the park. Responsibilities to make the notifications may be assigned to the PIO or people outside of the ICT.

1. The IC, in consultation with the park Superintendent, will determine whether to partially close the park, or begin the process of a complete closure and full evacuation.
2. Conduct Incident Briefings at the beginning and end of shift and when necessary

3. The IC and Operations Section Chief will communicate advisories as they are available to employees and VIPs regarding the nature of the storm.
4. Notify volunteers-in-park, concessionaires, contractors, researchers, oil and gas companies, campers, boat ramp users, and visitors of an approaching storm, giving them an evacuation deadline. (Section 1.9 covers policies re: evacuation of all campers and trailers).
5. Notify all researchers planning to travel to the park for research that the park is closing. Contact researchers; have them secure their field equipment and retrieve field personnel.
6. The Superintendent will notify San Antonio, Region (IMR), and the Emergency Incident Coordination Center (888-246-4335) that Phase 3 has been initiated. This may be delegated to the Planning Section Chief.
7. The PIO will issue a press release and notify public media of the closure (see Appendices B & C).
8. Notify Group Supervisors to contact their employees with a report time for the Incident Command Briefing.
9. Notify all Park residents and their families of the alert and the possibility of evacuation. Give them time to prepare their belongings while the park begins closure preparations.
10. Request Coast Guard make an over flight of islands to check for boaters or campers. (Coast Guard Operations Center, Corpus Christi Airport - 361-939-0450).

B. Group Supervisor Duties:

1. Contact your employees with a report time for the Incident Command Briefing.
2. Lead group work assignment(s) as tasked from the ICT.
3. Direct and supervise activities under their areas of responsibility during each phase of this plan.
4. Communicate with the Operations Section Chief, informing of any problems or reporting completed assignments.
5. Maintain group/division priority checklist, so when assigned by the ICT, work group can execute those tasks.

C. Finance:

1. Facilitate temporary quarters for Housing occupant employees who evacuate the island.

D. Logistics:

1. IT equipment is collected and secured for transport to SAAN.
2. Extra radios and equipment not being used for the incident is collected and secured.
3. Rental Truck is ordered and picked-up.
4. Determine if additional packing supplies need to be purchased.
5. Consider having SAAN send two employees down the night before Phase 4 is activated to guarantee an efficient loading and transporting of the Rental Truck to San Antonio and to give PAIS employees more time to prepare their homes and families for evacuation.

E. Plans:

1. Monitor storm activities by participating in NWS conference calls, following the news, and maintaining contact with area disaster planners.
2. In consultation with the IC, call essential personnel back to duty.
3. Prepare employee checkout procedures and document all personnel leaving the park.
4. Have a Release Information Form for all employees documenting where they are going and contact number for them.
5. Coordinate communication between the park and the Emergency Incident Coordination Center. This link will serve to inform employees on projected timetables to return to the park in the event they are unable to contact park headquarters.

F. Operations:

Visitor Use:

1. Evacuate all visitors from South Beach, Yarborough Pass, and Laguna Madre.
2. Notify campers of conditions and instruct them to leave the park and seek other shelter.
3. Notify all day-use visitors about evacuation deadline of the park (if the front country is going to ultimately be evacuated).
4. Post Boat Ramp Signage – Hurricane in Gulf/No Overnight Parking. V&RP to conduct registration checks to notify vehicle and trailer owners of impending closure.
5. If preparing for a full closure, close park entrance swing gate to southbound traffic on Park Road 22. Allow for vehicles to exit park. Consider manning entrance to turn visitors away.
6. Post Park Closure sign on Park Road 22 in town (Near D&D Decks and Docks).

South Beach:

1. Two V&RP rangers drive to the Mansfield Channel to clear all campers and visitors from South Beach. (If tides or other circumstances prohibit driving to the channel, coordinate with Coast Guard for helicopter reconnaissance of South Beach and Laguna Madre to drop closure notifications to visitors.)
2. Park employees at Turtle Cabin fill and install additional sandbags around sea turtle corral. Relocate eggs from corral if necessary.
3. Park employees living/working at Turtle Cabin pack their belongings and begin travel to park headquarters.
4. Once South Beach is fully evacuated, scoop sand to fully close the entrance.
5. Secure the gate across Park Road 22.

North Beach:

1. Install cables through bollards at North and South Beaches to prevent unauthorized access to the park when the swing gate at the north boundary has been closed

Park Housing:

1. Park Residents will begin packing property and mark any personal property that the park will transport in the Rental Truck.
2. Secure house with shutters, boards, and sand bags, as necessary, leaving one door accessible for resident until he/she is fully evacuated.

Ranger Office/Visitor Center/HQ Complex/Maintenance Bays:

1. Secure buildings with shutters, boards, and sand bags as necessary, leaving doors accessible for employees and for moving file cabinets and property to rental truck.
2. Secure pump houses, lift stations, and hazardous material building.
3. Empty and relocate trash containers to secure areas.
4. Create a sand barrier at the east end of Ranger Road (after South Beach and other areas are barricaded off and STSR employees have all returned from the cabin.)
5. Fill water containers, coolers, and portable tanks with fresh water. Potable water should be marked.
6. Prepare a UTV and 4 wheel drive truck to be left at headquarters unlocked and with the keys in the glove box. The truck should have a chainsaw, fuel and first aid kit. Move other maintenance vehicles to 5151 Flynn Pkwy.

Vehicles Transport (if not completed in Phase 2):

1. Non-essential LE/Emergency Response Vehicles transported to Corpus Christi Border Patrol Station – Fire Truck, LE boat, LE trucks not being used during the hurricane preparation. (Vehicles should be full of gas).
2. Transport non-LE vehicles to storage lot on Flynn Parkway (to include 3 facilities maintenance vehicles and non-LE boats – trailer locks need to be on hand for security).
3. Move Division of Sea Turtle Science and Recovery RV trailer to the storage facility) located on Flour Bluff at 3807 Waldron Rd. 361-937-1226.
4. Interpretation Van will be used for driver shuttle return vehicle.

Section 2.6 – Phase 4 – Closure And Evacuation

Phase 4 – Full Closure and Evacuation of Park (36 hours out)

Phase 4 is established when the National Weather Service projects the storm path of a Category 1 or 2 hurricane is 36 hours from Padre Island or the National Weather Service forecasts that the earliest time of arrival for a Category 3, 4, or 5 hurricane is within 48 hours from Padre Island and the projected path is 150 miles or less south of Corpus Christi or 100 miles or less north of Corpus Christi.

Decisions for the time of closure will take into consideration that park employees have personal property and their own homes to prepare.

Objectives/Priorities for Phase 4:

1. Secure computers and electronic storage equipment for transport to San Antonio.
2. Evacuate important division file cabinets and critical equipment for transport to San Antonio.
3. Evacuate all volunteers-in-park, concessionaires, researchers, campers, boat ramp users, and visitors.
4. Secure/lock buildings and gates to prohibit public access during an evacuation.
5. Ensure employee safety and allow for ample time for their own preparation and evacuation of their homes and families.

Section 2.7 – Phase 4 - Operational Activities

A. Duties of the Incident Command Team:

1. Close the park to visitor use.
2. Notify volunteers-in-park, concessionaires, researchers, campers, boat ramp users, and visitors that they must evacuate immediately.
3. Conduct Incident Briefings at the beginning and end of shift and when necessary..
4. If needed, request Coast Guard make an over flight of islands to check for boaters or campers, knowing South Beach was cleared and secured in Phase 3. (Coast Guard Operations Center, Corpus Christi Airport - 361-939-0450).
5. PIO to issue a press release and notify public media of closure (Appendices B & C).
6. Notify San Antonio Missions, Intermountain Regional Office, and the Emergency Incident Coordination Center (888-246-4335) that the park has entered Phase 4 of the plan.
7. Arrange for the Emergency Incident Coordination Center to coordinate Communications between park management and staff. The Incident Commander will be the point of contact with the EICC.
8. Notify the Intermountain Regional Law Enforcement Office. (IMR Contact List below).

B. Group Supervisor Duties:

1. Contact your employees with a report time for the Incident Command Briefing.
2. Lead group work assignment(s) as tasked from the ICT.
3. Direct and supervise activities under his/her areas of responsibility during each phase of this plan.
4. Communicate with the Operations Section Chief, informing him/her of problems or completed assignments.
5. Maintain group/division priority checklist, so when assigned by the ICT, work group can execute those tasks.

C. Finance:

1. Facilitate temporary lodging for park residents. Park residents will evacuate the Park.

D. Logistics:

1. Coordinate with SAAN employees to transport Rental Truck to San Antonio.

E. Plans:

1. Prepare daily employee check-in procedures.
2. Collect Crew Time Reports.
3. Monitor storm activities by participating in NWS conference calls, following the news, and maintaining contact with area disaster planners.
4. Coordinate communication between the park and the Emergency Incident Coordination Center to set-up a call-in and information line.
5. Prepare employee checkout procedures and document all personnel leaving the park.

F. Operations:

Visitor Use:

1. Evacuate Malaquite Beach, Bird Island Basin, North Beach, and all other park areas.
2. Once all visitors exit the park, close the swing gates on Park Road 22 north of the Entrance Station.

North Beach:

1. Secure cables at north end of North Beach.
2. Secure gate across North Beach Access Road.

Ranger Office/Visitor Center/HQ Complex/Maintenance Bays:

1. Load all property marked to go to San Antonio onto Rental Truck from each building.
2. Cover monitors and cabinets left behind with plastic sheeting and secure with duct tape.
3. Protect furniture in vulnerable areas by raising off floor and cover with plastic.
4. Unplug all equipment, power supplies, appliances, etc. not being evacuated.
5. When each building is complete: set alarm, board/secure doors. (Tape cracks around HQ front and back doors)
6. When HQ is completely boarded, turn back-up generator off.
7. Heavy equipment not taken off the island should be secured in garage bays.
8. Turn off fuel pump.
9. Fill water containers, coolers and portable tanks with fresh water. Potable water should be marked accordingly. (Have supply of liquid chlorine for potable water treatment).

Water Treatment Facilities:

1. Turn off water to pump houses and reservoir. Turn off cooling tower. Turn off power switches.

2. Secure treatment buildings/facilities.

Vehicles Transport:

1. LE/Emergency Response Vehicles not transported in Phase 3 transported to Corpus Christi Border Patrol Station.
2. Non-LE vehicles not transported in Phase 3 transported to storage lot on Flynn Parkway.

STSR Needs:

1. Evacuate eggs and/or hatchlings from the park if deemed necessary.
2. Secure all UTV's in garages, if not transported for storage off-site.
3. Monitor status of eggs/hatchlings until HQ Complex gate is locked up.

Section 2.8 – Phase 5 – Park Fully Vacated (24 Hours Out)

Evacuation: Hurricane Warning or the National Weather Service forecasts the earliest time of arrival for a hurricane is 24 hours from Padre Island.

All Gates are locked. No visitors or employees on site.

All Employees responsible for notifying the EICC as noted in Section 3.6.

Group supervisors should also be informed of where their employees are expected to be during the storm.

SECTION 3 – RELEASE OF PERSONNEL

The Incident Commander, after consultation with the Superintendent, will implement a release of personnel. Employees of the Park will be placed on Administrative Leave after they have been released by the Incident Commander and Plans Section Chief.

Employees may not leave until they have been released and checked out by the Plans Section and Incident Commander.

Employees will review their previously submitted “Employee Release Form” (Appendix H) and update any information.

Section 3.1 – Purpose of Employee Release

The purpose of the employee release procedure is five-fold:

1. To ensure that all employees make it in from the field safely.
2. To release employees with ample time, in most situations, to take necessary preparatory measures to safeguard personal property and to ensure the welfare of their household members during the storm event.
3. To record employee’s timekeeping.
4. To collect the information necessary, in the event of a hurricane, to ensure the welfare of employees in the aftermath of a storm.
5. To issue post storm reporting instructions to employees.

Section 3.2 – Employee Release Target Timeframes

Many variables go into the decision of the Superintendent and/or IC to release employees in advance of a storm, including progress on the completion of priority tasks, time of day a storm is predicted to strike, and consideration of a myriad of storm forecasting factors. A general effort, though, shall be made to release employees earlier as the forecast intensity increases to allow ample time for personal preparation and evacuation. The following release times in advance of a storm event shall serve as *general* guidance to incident managers:

- **Tropical storm: roughly 12 hours**
- **Hurricane categories 1&2 (without significant inundation warnings): approx 24 hrs**
- **Major Hurricanes Category 3+ (or any category with expected significant inundation): approx 36 hrs**

To ensure the completion of priority preparatory tasks and aid in an efficient and rapid check-out, the IC may stagger the release of employees.

Because storm conditions can change rapidly contrary to predictions, it is imperative that employees do as much as possible in their off-duty time well in advance of the storm to minimize what remains following release from duty.

The IC, Operations Section Chief, and Group Supervisors should communicate by telephone or radio daily after being released. The intent of this plan is to have all necessary duties completed prior to the coast being placed under a Hurricane Warning, so that employees have adequate time to prepare their own residences for the potential storm.

All park personnel will notify their group supervisors prior to departure of their expected destination during evacuation, including contact information. Once a park employee has arrived at their evacuation destination, they will immediately contact the National Park Service's Emergency Incident Coordination Center (888-246-4335) and inform the dispatcher of their location and contact information.

Section 3.3 – Check-Out Procedure

1. Employees may not be released without the approval of the IC or Plans Section Chief as communicated through their incident Group Supervisor (not necessarily their regular supervisor). Incident Group Supervisors must make sure all subordinate employees are accounted for before being released themselves.
2. Employees will check-out in person with the Plans Section representative. Employees will be advised which location to go to for check-out on the first operational day.
3. For each employee, Plans section personnel shall:
 - a. Provide an Employee Post-Storm Reporting Instructions handout.
 - b. Record the employee's hours.
 - c. If a Hurricane Watch or Warning has been posted for the park and/or Corpus Christi metropolitan area, each employee shall have an "Employee Release Form" on file stating where they intend to evacuate to, a contact telephone number, and if possible, a personal email address.
 - d. When all employees have checked out, Plans Section personnel shall distribute the updated Employee Database printouts to EICC by email NPS_EICC@nps.gov, as well as to the IC, OSC, and the PSC. A copy shall remain with the IC and Superintendent.

Section 3.4 – NPS Emergency Evacuation Reporting

Recognizing that hurricane strength storms, in particular, have the power to cause tremendous damage and physical harm, the Incident Management Team is tasked with assessing the welfare of the park workforce and their households and to provide emergency assistance where situations are critical. We will do this with the assistance of the Emergency Incident Coordination Center (EICC). The Emergency Incident Coordination Center (EICC) has been tasked by WASO to be the focal point for NPS employees reporting status following formal evacuation as defined by their Park's Emergency Operations Plan. The EICC will be staffed and prepared 24 hours daily to answer these calls and document information relative to the employees' status, current location and provide the employee with contact information that will provide additional direction. The EICC will use this information to provide the Region, Parks and IMT contacts a listing of employees that have reported in, with their status, etc., and a comparison against a defined employee list provided by the Region / Parks.

Section 3.5 – Welfare Checks and Assistance

After a reasonable amount of time has passed for employees to report their status, based on known area conditions, the IMT will take proactive measures to determine the welfare of employees who have not reported in. This effort shall continue until all employees are accounted for.

The IMT is also authorized to provide critical assistance to employees amongst the last to be released from the park to help them meet their basic sustenance and shelter needs. This may include food, temporary lodging/shelter, and making critical emergency repairs where limited action will provide for basic shelter needs.

Section 3.6 – Emergency Incident Coordination Center (EICC) Responsibilities

To maintain and monitor a toll free telephone number that employees will use to report status following a formal evacuation (888-246-4335).

1. Document the following employee's information from each call:
 - Date and Time
 - Name
 - Park
 - Current location and call back number
 - Status (personal, family, residence) and any request for assistance
 - Plans to relocate and any new contact numbers.
2. Provide the Region, Parks and Incident Management Team defined contacts a listing of employees that have reported in, with all obtained information.
3. Provide the Region, Parks and IMT with a comparison of employees that have called against a current listing of the Park's employees, volunteers and others as required. This employee listing will be provided by the region / park in an agreed format.

The Emergency Incident Coordination Center (EICC) has been tasked to be the focal point for NPS employees reporting their status following a formal evacuation as defined by their Park's Emergency Operations Plan. The EICC uses a web based automated answering service which can provide an individualized recording of the Park's status and allow employees to leave contact information regarding their status. (See Plans Section Chief P. 9 and Appendix N for automated eVoice setup)

Section 3.7 – Region's / Park's Responsibilities

1. Provide necessary employees and others the EICC's toll free number to report status following an evacuation (888-246-4335).
2. Notify the EICC when a Park has initiated their evacuation plan.
3. Provide the EICC with a current FPPS list of employees and an additional list of volunteers and others in order to allow an accurate comparison against those that called in at the time of evacuation notification. EICC email address is NPS_EICC@nps.gov.
4. Provide contact information (name and phone number) for the employee to call and receive additional information and direction such as receiving help, returning to work, etc.

SECTION 4 – POST STORM

1. The first priority is to establish communications with park employees. Consideration of employee needs will be evaluated in light of park operational needs. Park resources will be provided as policy allows to aid employees in regaining normalcy in their personal lives.
2. Following the initial post-storm period, the IC and Superintendent will assign a qualified team to return to the Park for initial reconnaissance. When they deem safe to do so, the Superintendent and Division Chiefs or their alternates will return to the park to initiate action. Early activities shall be centered on several priorities:
 - Determine the welfare of the Park’s most important asset—its employees, and providing emergency assistance where critically needed.
 - Take stabilizing action to provide for life safety.
 - Minimize degradation to natural and cultural resource.
 - Assess damage to park facilities, infrastructure, and resources, and determine necessary steps to reopen the park.
 - Evaluate resource damage before cleanup or repair work commences, except when necessary for life safety. Survey beach for wash-up of cultural and natural resources, which may involve the collection of artifacts and specimens from among the other storm debris.
3. The initial assessment shall be used by the Superintendent to determine the need for the response of a Type 1 or 2 All Risk Incident Management Team and to determine when other employees should return to duty.
4. If the Island is not accessible, alternate work sites shall be San Antonio Missions to the north (San Antonio, TX.) and Palo Alto Battlefield to the south (Brownsville, Texas).
5. Depending on the severity of the storm, access to the Corpus Christi area may be limited. Employees should contact the National Park Service’s Emergency Incident Coordination Center (888-246-4335) as soon as practical following the storm.
6. In the event access to the park cannot be reached by Park Road 22, park boats located on the mainland and/or the services of a helicopter will be utilized to move essential personnel to the island.
7. In addition to addressing park recovery issues within the Padre Island National Seashore, park staff and equipment can be used to provide assistance to the City of Corpus Christi as needed. Examples of assistance could include using park heavy equipment for clearing Park Road 22, providing traffic control, and other community-oriented assistance.
8. The Post Storm Phase will go into effect when a Hurricane warning has been removed by the National Weather Service.
9. If a storm has struck the area of the Seashore, every reasonable effort should be made to reach the area as soon as possible by all NPS employees, whether on a normal work day or a lieu day. **Employees must call the EICC at 800-901-3880 and follow the prompts to obtain information and report their status.** If employees are unable to call out on telephones they should listen to their local radio and television stations for instructions on where to report for work.

10. Group supervisors will be contacting the employee after the storm. If the employee doesn't hear from the group supervisor, the employee will then contact their assigned group supervisor for the incident.
11. All necessary safety precautions will be taken when re-entering the area. Special attention will be paid to broken gas lines, down electrical lines, glass and debris, washed out roads, etc.
12. Those areas of the Seashore that have been closed will remain closed until necessary repairs and clean-up can be completed.

Section 4.1 – Post Storm Command Structure

1. The Incident Command System will remain in effect until the emergency condition is lifted by the Superintendent. During the Post Storm phase, the Incident Commander may need to adjust the command structure, to more adequately meet changing objectives over time.
2. At a minimum, the Incident Commander should appoint an inter-disciplinary team with representation from each Division to conduct Post Storm assessment. This assessment should be designed to meet the Objectives listed below.
3. Additionally, if the Post Storm incident involves significant damage to resources, structures, or facilities, or requires a significant amount of time and personnel to recover from the storm's impact, other positions within the ICS framework should be filled or an
4. Type 1 or Type 2 all risk incident management team requested through the Superintendent from the Region.

Section 4.2 – Post Storm Objectives

1. Rescue and protect storm victims in the Park.
2. Provide for basic survival needs of employees and families. Provide for employee safety.
3. Evaluate and document damage to facilities and resources of the Park. Document with photographs and video.
4. Evaluate and document changes in the natural ecosystem to be used in resource protection and for appropriate rehabilitation planning. (Overflights, video, still photography, GPS, etc).
5. Provide protection to NPS resources and minimize further damage to resources, facilities, equipment, and property.
6. Determine immediate need for expanded resources (employees from outside the park, equipment, survival needs, overhead team, etc.).
7. Develop a more complete action plan based on needs determined through accomplishment of objectives listed above.

Section 4.3 – Post Storm Incident Commander Duties

1. Inform the PIO so they can contact the news media of where and when park employees are to report for duty. This decision will be based on information gathered from local emergency management officials regarding accessibility on local roads and bridges, etc.
2. Initiate an initial on-site damage assessment of facilities and resources and notify the Superintendent as soon as possible once the survey is complete.

Note: The assessment will also include the status of employees and their residences, as well as their ability or inability to return to work. Staff may return to the Park when IC and Superintendent deem it safe to do so.

3. The IC will prepare a briefing for the Superintendent on top priorities and resource allocation. Park will remain closed to the public until safety concerns are mitigated.

Section 4.4 – Salvage and Rehabilitation

Salvage and rehabilitation (S&R) will be the long term effort to repair storm damage after the immediate emergency is over. The Superintendent will determine if the salvation and recovery work will be directed under ICS or under the park's normal command system. At the completion of the incident, the Superintendent shall notify the Incident Commander in writing that the delegation of authority has been withdrawn.

CONTACTS

Local Emergency Operations Centers (EOCs)

Center	Point of Contact	Phone Number	Email
EOC Corpus Christi 2406 Leopard	Billy Delgado, Emergency Management Coordinator (EMC)	Office: 361-826-1100 361-826-1106	N/A
EOC Kleberg County Kingsville, TX	Thomas Sanchez Jr.	Office: 361-595-8527 Fax: 361-593-1361	tsanchez@interconnect.com
EOC Nueces County Emergency Manager	Melissa B. Munguia	cell: 361-533-2355	melissa.munguia@nuecesco.com
DPS EOC	Brandi Fisher, District Coordinator State DDC #:361- 698-5527	361-698-5650 Fax: 361-698-5542	Brandi.ashby-fisger@dps.texas.gov
DPS Disaster Coordinator	Cpt. Michelle Johnson Lt. Billy Mora Lt. Rick Martinez	361-698-5613 361-698-5614 361-698-5618	N/A

Local National Weather Service

Division	Point of Contact	Phone Number	Email
NWS fax	N/A	361-289-7823	N/A
NOAA - NWS	Corpus Christi 24 hr	361-289-0959	N/A
Warning Coordinator Meteorologist	Melissa Huffman	Work: 361-289-0959 Ext. 223 Cell: 361-358-5903	Melissa.huffman@noaa.gov

US Coast Guard

Division	Phone Number
USCG 24 hr non-emergency	361-939-0450
USCG SAR Emergency	361-289-8291

Contacts at San Antonio Missions NHP

Point of Contact	Role	Phone Number	NPS Cell
Christine Jacobs	Superintendent	210-534-8875 X223	210-824-0061
Alex Heyer	Chief V&RP	210-534-8875 x224	210-842-1283
David Vekasy	Chief of Maintenance	210-534-8875 x246	210-843-9025
Norma Zuniga	Administrative Officer	210-534-8875 x249	210-825-0501

Point of Contact	Role	Phone Number	NPS Cell
John Gonzales	Protection Ranger	210-534-8875 x236	210-843-9024
Greg Smith	Zone Safety Officer	210-534-8875 x 255	210-825-0052
Leonard Fletcher	IT	210-534-8875 x232	N/A

Contacts at Palo Alto National Battlefield

Point of Contact	Role	Phone Number	Cell
Oralia Fernandez	Superintendent	956-541-2785 x 223	956-466-5775
Daniel Ibarra	Interpretation Chief	956-541-2785 X 324	N/A
Carol Gonzalez	Admin Technician	956-541-2785 x 221	N/A

Contacts at Big Thicket National Preserve

Point of Contact	Role	Phone Number	Cell
Merrick Moody	Chief Ranger	409-951-6830	409-673-3306

Contact List for IMR

Point of Contact	Role	Phone Number	Cell
Mike Archer	Regional Chief Ranger	303-969-2862	303-880-9381
Ira Blitzblau	Branch Chief	303-969-2641	520-310-1800
Joel Hyzer	Regional Law Enforcement Specialist (Denver, CO)	303-987-6808	303-902-1895
Mari Sias	Regional Law Enforcement Specialist (Tuscon, AZ)	N/A	928-640-2652
Brian Bloom	Regional Law Enforcement Specialist (Grand Canyon, AZ)	928-638-7842	928-606-0115
Kristen Lloyd	Regional Law Enforcement Specialist (Denver, CO)	303-969-2862	303-908-7501
Clarissa Vigil	Ranger Activities Specialist (Denver, CO)	303-969-2358	303-549-1269
Lisa Carrico	DRD, Protection, Partnerships & Interpretation	303-987-6732	720-454-5334
Marco De Leon	Chief, Communications	303-987-6891	303-594-9309 970-402-1106
Vanessa Lacayo	Public Affairs Officer	303-969-2062	303-916-0598

Emergency Information Coordination Center (Harpers Ferry NHP)

1-888-246-4335 or 1-304-535-4040

Employee Call-in Number: 800-901-3880. Then press 2 to select our park.

APPENDIX A – EXAMPLE OF DELEGATION OF AUTHORITY



United States Department of the Interior

NATIONAL PARK SERVICE
Padre Island National Seashore
P. O. Box 181300
Corpus Christi, Texas 78480-1300



IN REPLY REFER TO:
A96 (PAIS)

June XX 2011

MEMORANDUM

To: Ranger Rick, Incident Commander
From: Superintendent, Padre Island National Seashore
Subject: Limited Delegation of Authority for Hurricane XXX

Effective immediately, the National Seashore is initiating the Incident Command System to manage Hurricane XXX beginning Month/Day/ Year. You are designated the Incident Commander for the incident. As the Incident Commander, you will coordinate incident management activities with the Superintendent or his designee. Delegated authorities are as follows:

- Implement the approved Hurricane Action Plan with modifications as required by the situation
- Manage incident personnel in accordance with the Incident Command System
- Manage incident personnel in their assigned pre/or post hurricane duties
- Schedule incident personnel
- Require employees to work overtime
- Order outside resources after consultation with the Superintendent
- Expend NPS funds within the authorized budget
- Establish information contacts with other agencies, the media, IMRO, and WASO, in consultation with the Superintendent
- Provide regular briefings to the Superintendent

Delegation will remain in effect until rescinded in writing

Eric Brunnemann
Superintendent
Padre Island National Seashore



APPENDIX B – PRESS RELEASE

FOR IMMEDIATE RELEASE

_____(I.O.)

Date _____

(361) 949-8173

APPROACHING STORM REQUIRES CLOSING OF PADRE ISLAND NATIONAL SEASHORE

Due to the approach of (Hurricane or Tropical Storm) _____, Padre Island National Seashore has closed. All visitors currently in these areas of the park are being instructed to leave at this time and are urged to immediately return home and begin safeguarding their property.

When announcing this closure, Superintendent Eric Brunnemann said, "with this (hurricane or tropical storm) in the Gulf, and possibly taking aim at the coast, we have to begin now in order to safeguard human life. The National Park Service has to move visitors off the exposed barrier island and close down all our island operations."

"Right now, we have to close the park for the safety of our visitors and our employees", Brunnemann said.

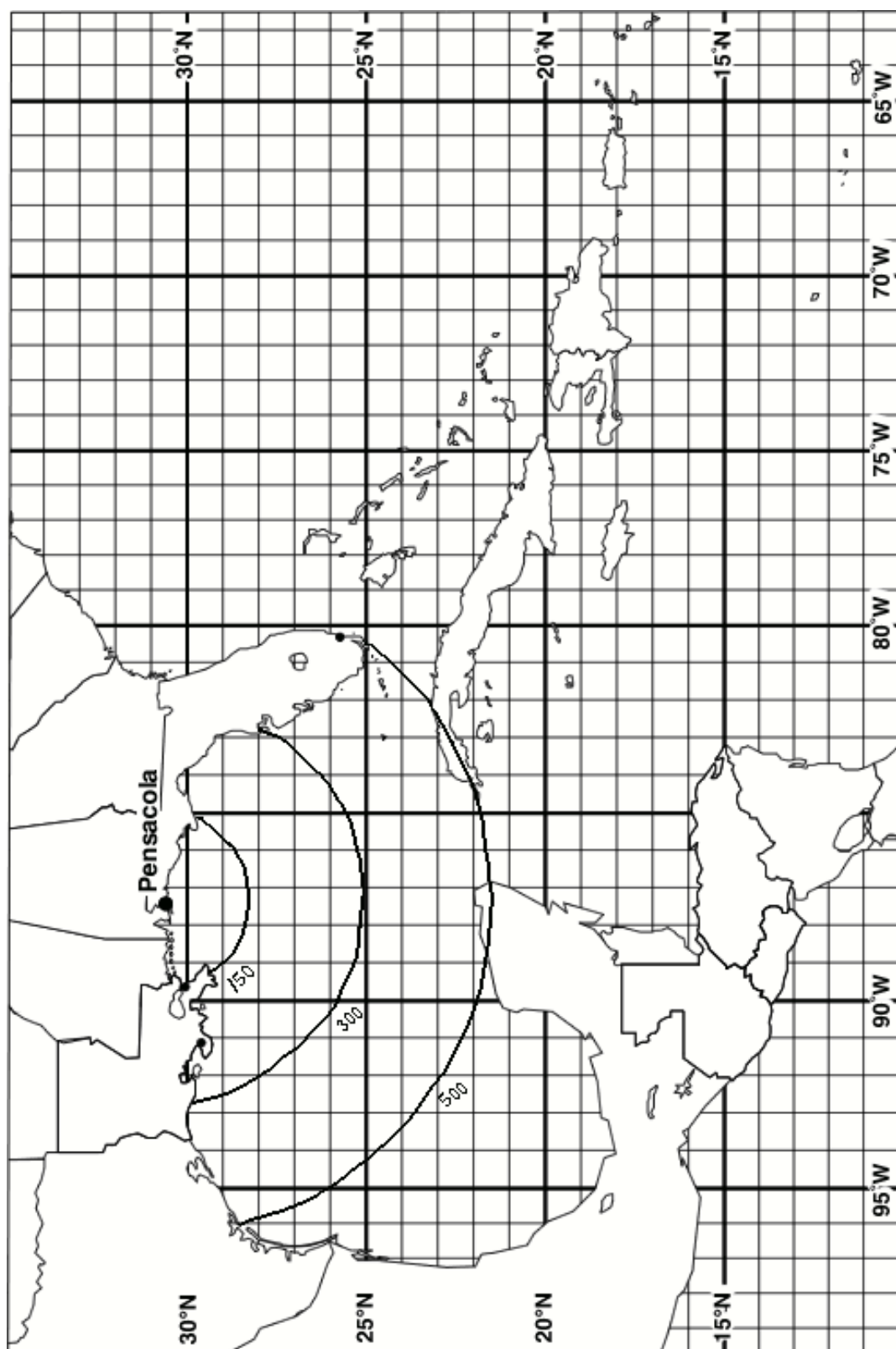
Padre Island National Seashore will reopen after the storm has passed and the staff has an opportunity to mitigate any hazards resulting from the storm.

APPENDIX C – HURRICANE PRESS RELEASE CONTACT LIST (REVISED 05.2021)

Outlet	Fax	Email	Phone
Action 10 News 301 Artesian Street Corpus Christi, TX 78401	361-884-8111 (fax unreliable)	newsroom@kristv.com rgonzales@kristv.com	361-884-6666
KRIS Communications 301 Artesian Street Corpus Christi, TX 78401	361-884-8111	newsroom@kristv.com	361-884-6666
KIII-TV 3 5002 SPID Corpus Christi, TX 78411	361-986-8507	news@kiiitv.com	361-986-8300 361-855-6397 (hotline) 361-986-8449 (newsroom)
CC Caller Times 820 N. Lower Broadway Corpus Christi, TX 78401	361-886-3732	metrodesk@caller.com	361-886-3662
Austin American-Statesman 305 S. Congress Ave. Austin, Texas 78704	No fax	newstips@statesman.com prefer email over phone	512-445-3851
Austin Chronicle The Austin Chronicle PO Box 4189 Austin TX 78765	512-458-6910	news@austinchronicle.com	512-454-5766
Padre Island Moon 14646 Compass #3 Corpus Christi, TX 78418	No fax	editor@islandmoon.com	361-949-7700 361-332-9978 (cell)
Brownsville Herald 222 N Expressway 77/83 Ste. 176 Brownsville, TX 78521	No Fax	lmartinez@brownsvilleherald.com (Deputy Editor)	956-982-6620
Valley Morning Star 1310 S. Commerce Harlingen, TX 78551	No Fax	rhenry@valleystar.com	956-982-6620 956-590-7012 (cell)
Kingsville Record P.O. Box 951 Kingsville, TX 78364	No Fax	editor@kingsvillerecord.com	361-592-4304
The Monitor 1400 E Nolana Ave McAllen, TX 78502	956-683-4052	news@themonitor.com	956-683-4300
Rockport Pilot 1002 Wharf Street Rockport, TX 78382	361-729-8903	editorial2@rockportpilot.com publisher@rockportpilot.com	361-729-9900
San Antonio Express News PO Box 2171 San Antonio, TX 78297	210-250-3105	citydesk@express-news.net ssantos@express-news.net (after hours)	210-250-3171 210-250-3609 (after hours)

Outlet	Fax	Email	Phone
Aransas Pass Progress P.O. Box 2100 Aransas Pass, TX 78336	361-758-5393	editor@aransaspassprogress.com	361-758-5391
Port Aransas South Jetty PO Box 1117 1726 SH 361 Ste. A1 Port Aransas, TX 78373	361-749-5137	dan@portasouthjetty.com (News Editor) news@portasouthjetty.com	361-749-5131 512-699-2121 (cell)
Visit Corpus Christi 309 N. Water St. Ste. D Corpus Christi, TX 78401	No Fax	meredith@visitcorpuschristitx.org	361-881-1888
Kingsville Chamber of Commerce P.O. Box 1030 Kingsville, Texas 78362	361-592-0866	chamber@kingsville.org	361-592-6438
Ingleside Chamber of Commerce 2491 State Hwy. 361 P.O. Box 686 Ingleside, TX 78362	361-776-0678	inglesidetxchamber@gmail.com	361-776-2906
South Padre Island Convention and Visitors Bureau 7355 Padre Boulevard South Padre Island, TX 78597	956-761-3024	yolanda@sopadre.com	956-761-3000 956-761-6433 (after hours)
KEDT FM 90.3 3205 S Staples, Corpus Christi, Texas 78411	361-855-3877	info@kedt.org	361-855-2213
KEYS AM 1440 2117 Leopard St. Corpus Christi, TX 78408	361-882-9767	dkesterson@malkaninteractive.com	361-883-3516 ext. 1143 361-563-0938 (cell)

APPENDIX D – HURRICANE TRACKING MAP



APPENDIX E – ICS FORM 214 (UNIT LOG)

UNIT LOG		1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators		5. Unit Leader (Name and Position)		6. Operational Period
7. Personnel Roster Assigned				
Name		ICS Position		Home Base
8. Activity Log				
Time	Major Events			
9. Prepared by (Name and Position)				

APPENDIX F – CREW TIME REPORT

CREW TIME REPORT

INCIDENT NAME:					DATE PREPARED:		TIME PREPARED:		
OPERATIONAL PERIOD DATE:					OPERATIONAL PERIOD TIME:				
FROM: TO:					FROM: TO:				
UNIT NAME/DESIGNATOR:					UNIT LEADER (NAME AND POSITION):				
NAME OF EMPLOYEE:	P A Y P L A N	G R A D E	S T E P	DATE:				FOR OFFICE USE ONLY	
				*USE MILITARY TIME					
				START WORK	BEGIN MEAL	END MEAL	STOP WORK		
REMARKS:									
APPROVING ICS OFFICIAL:					ACCOUNT NUMBER:				

APPENDIX G – EMPLOYEE RELEASE FORM**EMPLOYEE RELEASE FORM INFORMATION**

When you are released from this incident, list where you are planning to go, as well as the address, phones numbers, and email addresses where you may be contacted.

EMPLOYEE:

LAST NAME: _____ FIRST NAME: _____

PARK DIVISION: _____

CONTACT INFO:

EMAIL ADDRESS(ES) WHERE YOU MAY BE CONTACTED (other than your government email):

PERSONAL CELL PHONE NUMBER(S): _____

EMERGENCY CONTACT NAME & NUMBER WHO WILL KNOW WHERE YOU ARE: _____

PLANS:

LOCATION NAME AND ADDRESS WHERE YOU ARE PLANNING TO GO:

LOCATION NUMBER (if there is one): _____

RELEASE:

Date: _____

Time: _____

Group Supervisor_____
Date_____
Incident Command Representative_____
Date

APPENDIX H – EMPLOYEE RELEASE INSTRUCTIONS

1. Employees will contact EICC (Emergency Incident Coordination Center) located at Harpers Ferry at 1-800-901-3880. Employees need to call once daily and when they reach their destination, any changes in their destination, and after the storm.
2. Employees will advise the EICC of:
 - a. Name
 - b. Park (Padre Island National Seashore)
 - c. Current location and call back number
 - d. Status (personal, family, residence) and may request for assistance
 - e. Any plans to relocate and any new contact numbers to be reached at
3. Employees will contact their group supervisor for post storm work assignments.

APPENDIX I – EXAMPLE TIMELINE FOR HURRICANE PLANNING

Earliest Predicted Storm Winds to hit area Thursday at 2:00 pm

Monday, August 14 (Phases 2&3)

- Hurricane Committee meets to consider potential hurricane threat
- Start Hurricane ICS Planning
- ICS Command Staff Meeting
- Notify other agencies and partners of ICS Planning
- Plan National Seashore closure
- All regularly scheduled staff report to work

Tuesday, August 15 (Phases 3&4)

- All regularly scheduled staff report to work under ICS
- Initiate evacuation of down island visitors and campers
- Close Malaquite campground and Bird Island Basin by 9:00 am
- Close all NPS public buildings by 4:00 pm
- Implement shut-down measures of the park
- Release all “non-essential” staff by 5:00 pm
- PSC obtain a “Release Form” from each released employee

Wednesday, August 16

- Complete shut down of the National Seashore by 12:00 noon
- Only “essential” staff report to work
 - ICS Command Staff
 - ICS Division/Group Supervisors
 - Some Maintenance Staff
 - All LE Rangers
- Release all “essential” staff by 12:00 noon, except for IC and key management staff.
 - PSC obtain a “Release Form” from each released employee

APPENDIX J – EXAMPLE OF A POST-HURRICANE INCIDENT ACTION PLAN

Incident Action Plan

ICS 204 Division/Group Assignment List

CONTROL OPERATIONS Assess Padre Island National Seashore for damages and public safety threats. Initiate actions to call back employees to work. Identify resources needed to implement repairs and conduct post hurricane recovery actions. See attached list of personnel.
SPECIAL INSTRUCTIONS 1. IC and key management staff conduct park assessment. Assessment conducted by vehicle, vessel, or aircraft as dictated by road and beach conditions. Document damages and general information. 2. Secondary ground and/or flight assessment by Protection Rangers. Update Damage Report. Rangers protect Gov't property. 3. If necessary, request Type II Team. 4. Bring back rest of Command and Management Staff. Re-establish full ICS Team. 5. Conduct facility and public safety assessment by Division/Group Supervisors; Update damage report; Order supplies, equipment, and personnel. 6. Use vehicles, vessels, and/or contract flight to bring in Maintenance personnel and Heavy Equipment Operators; Re-establish Maintenance services, and start full clean-up process. 7. Bring back rest of Seashore staff; Re-establish regular operations; Re-open buildings, programs, and services. 8. Account number for Incident is 7499-0401-MEM.

Health & Safety Orders

Scene Conditions					
Park Road 22 / Park Roads <input type="checkbox"/> Hazardous <input type="checkbox"/> Non-Hazardous		Headquarters <input type="checkbox"/> Hazardous <input type="checkbox"/> Non-Hazardous		Beach Conditions <input type="checkbox"/> Hazardous <input type="checkbox"/> Non-Hazardous	
Water/ Sewer/ Septic/ Utilities <input type="checkbox"/> Hazardous <input type="checkbox"/> Non-Hazardous					
On-Scene Temperature					
Outside Ambient:		Heat Index:		Water Temperature:	
Winds					
Speed MPH:		Direction:		Long./Lat. Weather Station:	
PPE Required					
PFD:	Work suit:	Respirator: <input type="checkbox"/> 1/2 <input type="checkbox"/> Full	Glasses:	Hard Hat:	Footwear:
Description:					

Division/Group Communication Summary

Task Force	Command	Frequency	Tactical	Frequency	System	Repeater
Prepared By:		ICS Position: Planning Section Chief			Date and Time:	
Approved By:		ICS Position: Incident Commander			Date and Time:	

APPENDIX K – NARRATIVE FOR THREATENED AND ENDANGERED SEA TURTLE EGGS AND HATCHLINGS

Since hurricane season overlaps with the sea turtle egg incubation season and hatchling release season, it is possible that a storm will threaten to impact the park when eggs or hatchlings are being held in the incubation facility or in incubation corrals.

The Chief of the Division of Sea Turtle Science and Recovery must closely monitor the location, movement, strength, and expected landfall date and time for each storm that threatens the park while eggs or hatchlings are held in the incubation facility or corrals. When a storm approaches, alternative actions that can be undertaken for incubating sea turtle eggs include leave them within the incubation facility or corrals or move some or all of them to the approved off-site location. See STSR Checklist. Depending on characteristics of the storm, the incubation facility might be safer than the corrals. The action that should be undertaken will be decided by the Incident Commander and Park Superintendent after consulting with the STSR Division Chief.

When possible, incubating sea turtle eggs should remain in the incubation facility or corrals. Moving the eggs can reduce incubation success. Jarring or tilting the eggs can detach the developing embryos from the eggshells, thereby severely injuring or killing them. Also, subjecting the eggs to pests or temperatures that are too hot, too cold, or fluctuate too rapidly can be lethal.

It is preferred to leave the eggs in the incubation facility and corrals. Sandbags could be installed to reinforce the corral from high tides. If it is expected that staff will be able to return to the park after being gone for less than 10 hours it may be possible to leave the eggs and hatchlings. Based on the severity of the storm, eggs from the incubation facility may be moved to the Texas State Aquarium--a U.S. Fish and Wildlife Service approved off-site location with an approved NPS/TSA Agreement. Time needs to be calculated for transportation to TSA that gives sufficient personal time for STSR staff to prepare their own homes for evacuation. If eggs or hatchlings are moved to TSA, a monitor may be able to safely stay at TSA to oversee their care. If necessary, gather supplies needed for egg incubation and hatchling release at that off-site location, and prepare vehicle for transport of eggs to that location. As stated in the STSR Checklist, this evacuation needs to be coordinated with the Texas State Aquarium.

Eggs may be removed from the corral if high tides threaten to inundate and possibly destroy the corral, which can occur with a moderate storm. However, moving the eggs from the incubation facility is a last resort, to be undertaken with great care when the storm is expected to have severe impacts and significantly threaten human safety in the vicinity. If eggs must be moved from the corrals and/or incubation facility, great care should be taken to avoid jarring or tilting them. The GOV transport vehicle should not have excessively stiff suspension that would cause jolting of the boxes. If possible, boxes should be transported in the egg carrier devices. Whether in the carriers or not, the boxes must be secured in the GOV transport vehicle so that they do not move or tilt. They should not be placed in any location where they will be subjected to direct sunlight, unfavorable temperatures (too hot, cold, or variable), or pests. Moving the eggs at night would reduce the potential impacts from direct sunlight and temperatures that were too warm or fluctuated too much. If moved during the day, towels or sheets must be installed in the window of the vehicle to shield the boxes from intense sunlight. During 2010, incubating eggs were successfully evacuated from the corral to the incubation facility, but this was done very carefully and at night, and it took many hours.

If hatching and frenzy is expected when staff would be away from the park, then these eggs and/or hatchlings may be moved. When possible, hatchlings that have entered their frenzy should be released at the park prior to landfall of the storm. If it is impossible to release the hatchlings at the park, they will be

transported to a secure location or released at an alternate site to the north or south along the Texas coast. As with the eggs, the hatchlings should be kept at temperatures that are not too hot, too cold, or fluctuate too much. They must also be kept moist during holding. The IC and Park Superintendent will decide if releasing the hatchlings by NPS staff immediately before, during, or after a storm is an acceptable risk and will not proceed without approval of the IC and Park Superintendent.

After passage of the hurricane or storm, priority must be given to resuming care for incubating sea turtle eggs and release of hatchlings once IC and Park Superintendent have determined that conditions are safe for park employees to return to the park. This will require access of personnel to sites where eggs are being held at the park. It may also require transport of eggs and hatchlings from TSA to the park. If eggs are being held or are returned to the incubation facility, electricity should be provided to that facility as soon as possible. Also, if repairs are needed to the incubation facilities or corrals, those should be done as soon as possible so that the most effective care can be given to these threatened and endangered animals. The return of STSR staff and resumption of park operations will be determined by the IC and Park Superintendent.

APPENDIX L – EICC EVOICE MEMOS



United States Department of the Interior NATIONAL PARK SERVICE

Harpers Ferry National Historical Park
Emergency Incident Coordination Center



May 2014

EMPLOYEE EVACUATIONS And the eVoice System Park Procedures

The EICC will provide a web based automated answering service which will provide a recording of the Park's status and allow employees to leave contact information regarding their status, current location and contact phone numbers.

The EICC is staffed and prepared 24 hours a day to answer employee calls that require immediate attention relative to employee safety.

eVoice is an on demand voice communication service. It is available 24 x 7 to answer calls and record information. Mailbox extensions are tailored individually using information provided by the park. Each park will have access to the system via the internet or phone to update the park greeting and check messages.

This service is planned for emergency evacuations and is not for use by the parks for park status or other activities.

A. Request a Mailbox

1. Notify the EICC when it has been determined that evacuation is required and request a voice mailbox be setup for the Park's use.
 - a. Provide a listing of all park employees that need to be tracked.
 - b. Provide the greeting for the Park's mailbox which employees will hear when they call this service. The park may choose to update this information. Sample greetings available upon request.

EMPLOYEE EVACUATIONS AND THE eVoice SYSTEM

The Emergency Incident Coordination Center (EICC) has been tasked to be the focal point for NPS employees reporting their status following a formal evacuation as defined by their Park's Emergency Operations Plan. The EICC uses a web based automated answering service which can provide a individualized recording of the Park's status and allow employees to leave contact information regarding their status.

In addition the EICC will be staffed and prepared 24 hours a day to answer employee calls that require immediate attention relative to employee safety.

eVoice System

The EICC manages the internet voice mailbox service eVoice - an on demand voice communication service. It is available 24 x 7 to answer calls and record information. Mailbox extensions are tailored individually using information provided by the park. Each park will have access to the system via the internet or phone to update the park greeting and check messages. This service is planned for emergency evacuations and is not for use by the parks for park status or other activities.

Request a Mailbox

A park should designate one park employee to monitor calls and update the voicemail message. Voicemail can be accessed by phone, internet, or the messages can be automatically e-mailed to a pre-determined e-mail address.

The park designee will notify the EICC when it has been determined that evacuation is required and request a voice mailbox for the Park's use. The park must provide a listing of all park employees that need to be tracked, and provide wording for the Park's mailbox greeting.

**Please contact the EICC if you have any questions, or need a copy of the
Employee Evacuation SOP**

304-535-4040

1- 888-246-4335

Padre Island National Seashore Employee Evacuation Call-in Procedures



To leave information or receive instructions
call: **800-901-3880** - Press 2 to select our park

Leave a message within 24 hrs of Park Evacuation with the following information: Name, Park, Current Location, Callback Number, Status, any Requests for Assistance, Plans to Relocate.

Callback periodically for updated information.

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