



The

LEEWAY

MT. TREMPER

DRAFT

The Leeway Hotel Emergency Flood Evacuation Plan

Condition 1: Flood Risk

- In office staff to monitor weekly weather forecast continuously 7 days in advance to event through: <https://www.wunderground.com> utilizing station at Mount Pleasant.
- Advise guests of flood risk and the possibility of event cancellation.

Condition 2: Elevated Flood Risk Condition

Activated by:

- The issuance of a Flood Advisory by the National Weather Service.

Action Steps:

- Monitor National Weather Service flood recommendations.
- Contact and notify all guest on site and in hotel rooms of the possible need to evacuate and provide directions for evacuation.

Condition 3: Preparation for Possible Evacuation

Activate by:

- The issuance of a Flood Watch Warning by the National Weather Service or
- Rising water level in the following areas:
 - 2'-0" Below the Esopus Creek Bank at the on property monitoring line or
 - 9'-0" At the Esopus Creek USGS Monitoring through: <https://waterdata.usgs.gov>, and utilizing locations: Esopus Creek at Allaben NY – 01362200 & Ashokan Reservoir at Ashokan NY - 01363400

Action Steps:

- Immediately notify all guests on site and in hotel rooms of the possibility to evacuate and provide directions for evacuation.
- Monitor National Weather Service flood recommendations, the Esopus Creek near Phoenicia Monitoring Station no less frequently than once every hour by in office staff.

Condition 4: Evacuation

Activated by:

- Rising water levels above Esopus Creek bank, or
- 11' At the Esopus Creek USGS Coldbrook Monitoring Station in addition to Esopus Creek at Allaben NY – 01362200 & Ashokan Reservoir at Ashokan NY - 01363400

Action Steps:

- Immediate announcement of evacuation notice to guests by pre-arranged air horn signals and direct notification to all guests.
- Staff to direct all guests to main parking lot.
- If conditions are safe, event valet & others staff to remove all vehicles from flood risk area to main parking lot to surrender to vehicle owners and direct off site.
- In the situation where cars located in floodway zone are not retrievable due to safety reasons, the cars shall remain in place and guests would need to be stationed in upper parking lot until further notice.
- Staff to confirm evacuation of all guests from flood zone.
- Once all action steps are completed, staff to remove kitchen catered items out of floodway zone and other event items easily removable.