



## Marine & Aviation Department Policy and Procedures Manual

**SECTION: PUBLIC SAFETY**

**POLICY NO: 2100**

**SUBJECT: HURRICANE PLAN**

### **Purpose:**

In the event of a natural disaster such as a hurricane or tropical storm in Clearwater, the Marine and Aviation Department will follow these procedures formatted in a checklist. From June 1 through November 30 Hurricane Condition 5 will be set.

This plan will protect the public from loss of life and minimize property damage.

**Policy:** The Marine & Aviation Department will assume primary responsibility for Clearwater Beach Marina, Clearwater Harbor Marina, Island Estates Boat Slips, Public Docks behind Island Way Grill and at Sand Pearl, Pier 60, Airpark, and Seminole boat ramp services and operations conducted before, during and after emergencies.

### **Procedure:**

#### **Responsibilities:**

Areas of Authority – The following areas of authority will be observed by the Marine & Aviation Department personnel during emergency operations, i.e., after the Emergency Operations Center (EOC) is activated.

Levels of response will correspond to hurricane condition set by City of Clearwater EOC.

#### **Director:**

The director is responsible for marine and aviation services within the city. By his authority, this plan is implemented, conditions requiring Marine & Aviation Department response are identified, and Marine & Aviation Department resource deployment is justified.

The director is under the direct authority of the City Manager or his designee.

The director will report to the EOC, or as directed by the City Manager.

The director can reassign Marine & Aviation Department operations and procedures at any time in coordination with the city manager.

### **Operations Manager:**

The Operations Manager (OM) is responsible for maintaining current information on assigned Marine & Aviation Department:

Personnel

Equipment

Division operations

Weather

Resource deployment, and

### **Specific duties include but are not limited to:**

Checking all emergency equipment

Securing the marinas,

Testing emergency generator and moving city tugboat and barge to hurricane moorings.

Deliver the department's Pumpout boat and work boat and trailers to the Police Department garage when directed by the Director.

Provide photographic documentation of the status of the marinas prior to the storm. A photograph or video of each slip will be taken prior to the hurricane.

Be responsible for recalling essential personnel as required, and will also be the point of contact for department personnel.

The OM will advise the director in accordance with Marine & Aviation Department Policy 2100, Hurricane Plan.

The OM will report to EOC as directed by the director, Marine & Aviation Department.

### **Pier 60 Supervisor**

The Pier 60 supervisor is responsible for securing Pier 60.

Pier 60 Supervisor will safeguard all public funds by turning funds into the Marina Office Administrative Analyst.

### **Sailing Center Coordinator**

SCC will secure sailing center building.

SCC will secure all outside equipment.

SCC will protect elevator.

### **Operations Manager for the Airpark**

The Operations Manager (OM) will be responsible for coordinating with the Fixed Based Operator (FBO) of impending weather.

The OM will assist as needed at the Airpark to ensure loose gear is secured.

The OM will provide photographic documentation of the status of the Airpark prior to the storm.

The OM will assist as necessary with other Marine & Aviation Department divisions.

### **Marina Office Administrative Analyst**

The Marina Office Administrative Analyst (MOAA) will assist with securing and preparing the marina office.

The MOAA will collect and account for the cash from all the Marine & Aviation Department divisions.

The MOAA will safeguard public funds.

### **Marine Department Personnel**

All employees not required to the EOC or recalled to the marinas will remain at their place of residence. Employees ordered to evacuate their residence will advise the Director or OM of telephone number or address of evacuation shelter.

Employees will report to the Airpark Office after the storm has passed, otherwise report the nearest fire station in accordance with the Hurricane Plan.

## CHECK LIST FOR HURRICANE CONDITIONS:

### Prior to Hurricane Season (December 1 – May 31)

	Review the Department Hurricane Policy and requirements with department personnel.
	Review all tenant files and verify phone numbers, email and contact information.
	Review each tenants Hurricane Plan in the dock permit.
	Provide hurricane mooring information and Marine & Aviation Department policy to tenants
	Develop a list of all boats that will be leaving the marinas.
	Photo documentation of each slip prior to hurricane season.
	Review plan with risk management.

### HURRICANE CONDITION 5 (June 1 – November 30)

	All departmental administrative and supervisory personnel review hurricane plan for all conditions.
	Inventory departmental resources and responsibilities.
	Review and update personnel roster, staff phone list, tenant phone list and assign specific responsibilities.
	Insure there are adequate quantities of emergency tools, equipment, and materials are on hand. (See equipment lists)
	Keep all boats and vehicles filled above $\frac{3}{4}$ of a tank.
	Test run portable emergency generator.
	Test ROBOCALL phone tree

### HURRICANE CONDITION 4 (3-7 Days prior to landfall)

	Meet with Clearwater Command & Coordination Center (C3) staff.
	Advise all departmental supervisors of projected storm path and projected time of landfall, projected storm surge and winds.
	Advise of impact to local area and any instructions from C3
	Make preparations to move Pumpout Boat and Work Boat to Police Department.
	Ensure Video Camera batteries are charged
	Review all departmental responsibilities under Hurricane Condition 3
	Contact marina tenants by phone and warn of weather conditions, advise to set hurricane moorings, remove or secure boats, dock boxes, and loose gear.

## HURRICANE CONDITION 3 (48 hours to landfall)

### Harbormaster's Office

	Advise all departmental units of storm path and projections from C3
	Implement any instructions from C3
	Contact all marina tenants by phone and warn of weather conditions, advise to set hurricane moorings, remove or secure boats, dock boxes, and loose gear.
	Identify all boats that will be removed according to tenant hurricane plan.
	Assign duties and responsibilities to department staff. Complete photographic documentation of all Marina facilities listed in Policy, Clearwater Beach Marina, Clearwater Harbor Marina, Island Estates Boat Slips, Public Docks behind Island Way Grill and at Sand Pearl, Pier 60, Airpark, and Seminole boat ramp
	Update voice mail to include weather condition, hurricane condition set and predicted storm path and estimated time of arrival.

### Marina Operations Staff

	Insure vehicle fuel tanks are topped off
	Check all emergency equipment
	Test run portable emergency generator
	Remove all unessential materials from fuel pier and marina docks.
	Alert recall personnel.
	Secure tug/barge in Clearwater Beach Marina slip with hurricane moorings.
	Review responsibilities and assignments under Hurricane Condition 2.
	Top off fuel storage tanks.
	Secure non-essential divisions as directed by C3
	Have waste oil picked up

### Pier 60

	Alert all assigned personnel
	Review responsibilities under Hurricane Condition 2.
	Remove change from telescopes
	Bring all cash funds to marina office.
	Back up computer POS files.
	Secure all loose items on the pier. (remove trash cans)
	Print Inventory Sheet from POS

### Sailing Center

	Alert all assigned personnel
	Notify all boat storage occupants to remove or secure boats and loose gear.
	Photographically document material condition of center and boats in storage.
	Secure all loose gear, store Sailing Center boats inside or secure outside.
	Review responsibilities under Hurricane Condition 2.

## HURRICANE CONDITION 2 (24 hours prior to landfall)

### Airpark

	Notify FBO of pending storm.
	Photographically document material condition of airpark.
	Secure all loose gear outside of buildings.
	Assist FBO in notifying tenants (if needed) review responsibilities under Hurricane Condition 2.

### Harbormaster's Office

	Advise all departmental units of current situation and any C3 instructions, updates.
	Implement instructions of C3
	Evacuate departmental units as required
	Coordinate reassembly of departmental personnel for after storm passes.
	Departmental personnel are to contact their immediate supervisor within 4 hrs after the storm passes.
	Director or OM reports to EOC <b>Phone</b> 562-4100
	Secure public funds.
	Secure the office and safeguard the computers.
	Move the computers from Pier 60 and Fuel Dock to the conference room.
	Transport public funds to police department property room as necessary.
	<p>Establish communications procedures and schedule.</p> <p>Example:</p> <p>Communication procedure:</p> <p>Primary: Home phone Secondary: Cell phone Tertiary: Radios</p> <p>Comms Schedule: At <u>0800</u> Director will contact C3 any time there is a City State of Emergency Declaration, and for the duration of that State of Emergency.</p> <p>At <u>0830</u> or immediately following C3 contact, Director will contact Operations Manager and pass info and instructions on.</p> <p>Between 0830-0900 immediately following Director's call, Operations Manager will contact all department supervisors and pass info and instructions on.</p> <p>Between 0900-0930 immediately following Assist. Director's call, supervisors will pass info and instructions on to staff members.</p> <p><i>These are tentative timelines and may be adjusted according to the weather conditions and length of phone calls.</i></p>

## HURRICANE CONDITION 2 (24 hours prior to landfall)

### Marina Operations Staff

	Recall essential departmental personnel.
	Patrol docks and secure all loose gear.
	Remove remaining portable gear from fuel dock.
	Remove or secure all other loose gear around marinas.
	Determine when all non-essential personnel should evacuate marinas with personal vehicles.
	Monitor rising tide and secure electrical power as necessary.
	Remove city owned boats (Pumpout boat & work boat) from marinas and transport to Police Department
	Assist with securing Pier 60, computers.
	Secure tug/barge in marina.
	Move portable generator to shop.
	Unlock electric room, close fuel valves in parking lot, close all marina doors. Ensure fuel dock is secured.
	Evacuate in accordance with EOC directives.
	Director or OM remains at EOC during storm as directed.

### Pier 60

	Upon evacuation notification, secure the pier.
	Insure all loose items on the pier have been secured.
	Roll down gate and chain lock.
	Take all cash to marine office or police dept. if not done already.
	Advise OM that all is secure and the Pier is closed.

### Sailing Center

	Turn off all electrical power.
	Secure all outside equipment.
	Lock gates on property.
	Advise OM that Sailing Center is secured and closed.

### Airpark

	Notify FBO of condition change.
	Ensure remaining aircraft are tied down.
	Advise OM that Airpark is secured and closed.

## HURRICANE CONDITION 2 (24 hours prior to landfall)

### Clearwater Harbor Dockmasters

	Upon evacuation notification secure the Clearwater Harbor Marina
	Patrol docks and secure all loose gear.
	Remove remaining portable gear from docks.
	Remove or secure all other loose gear around marina.
	Move BOBCAT to Police Department
	Determine when all non-essential personnel should evacuate marina with personal vehicles.
	Monitor rising tide and secure electrical power as necessary.
	Secure public funds
	Secure office computers.
	Put up Hurricane shutters on Dockmasters building
	Transport all public funds to police department property room as directed.
	Evacuate in accordance with EOC directives.
	Advise OM that Harbor Dockmasters Office is secured and closed.



## Post Storm Operation

	Supervisors and essential marina staff meet at Airpark Office or pre-designated location, if possible. Otherwise call in or report to nearest fire dept.
	Conduct safety assessment of feasibility of transporting to marina facilities and report back to OM.
	Provide Law Enforcement with list of personnel allowed back at the marinas.
	Conduct damage assessment of marinas, & Marine & Aviation dept facilities.
	Photographically document material condition of all Marine Dept facilities.

### Marina Operations Staff

	Establish assessment teams with available personnel.
	Conduct safety inspection of marina docks.
	Mark and block hazardous areas on marina property and facilities.
	Return city owned boats (Pumpout boat & work boat) to marinas when possible.
	Assess damage to waterway markers and hazards to navigation, report damage to USCG Sector St. Petersburg
	Assist in re-establishing marina office to working condition or establishing a temporary office away from the marina.
	Establish a prioritized Action Plan to mitigate marina operations.
	Establish an operations command center for commercial boats operators/owners to check in.
	Photographically document condition of center inside and out.
	Coordinate and organize commercial boat owners for search and rescue assistance, security, and ferry services to assist with police and fire department personnel.

### Marina Office Staff

	Organize and re-establish office into working condition. Set up computers.
	Retrieve public funds from police property.
	Track damages to departmental facilities and property.
	Assist Director & OM with status of marinas and information flow.
	Complete cost documentation for damages and personnel overtime.

### Pier 60

	Assess and report damage to pier, contact city engineer for structural assessment.
	Retrieve public funds from Marina Office.
	Clean up debris and water from Pier facility.
	Re-organize facility into working condition.
	Report to OM when facility is ready to return to normal operations.

### **Sailing Center**

	Assess and report damage to Sailing Center.
	Photographically document condition of center inside and out.
	Inventory equipment and report back to OM.
	Clean up debris and water from facility.
	Clean up debris from grounds.
	Re-organize facility into working condition.
	Report to OM when facility is ready to return to normal operations.

### **Airpark**

	Assess and report damage to Airpark.
	Photographically document material condition of airpark facilities.
	Establish an information flow for condition of airpark and facilities to owners.
	Clean up debris on airpark facility.
	Re-organize facility into working condition.
	Report back to OM when facility is ready to return to normal operations.
	Conduct fly over of area if possible.

### **Clearwater Harbor Dockmasters**

	Establish assessment teams with available personnel.
	Conduct safety inspection of marina docks.
	Mark and block hazardous areas on marina property and facilities.
	Return BOBCAT to marina when possible.
	Assist in re-establishing Dockmaster office to working condition or establishing a temporary office away from the marina.
	Establish a prioritized Action Plan to mitigate marina operations.
	Photographically document condition of Clearwater Harbor Marina inside and out.
	Assess and report damage to docks, contact city engineer for structural assessment.
	Retrieve public funds from Marina Office.
	Clean up debris and water from docks facility.
	Re-organize facility into working condition.
	Report to OM when facility is ready to return to normal operations.
	Remove Hurricane shutters from Dockmasters building

**Notes:**

**Clearwater Beach Marina Hurricane Equipment List:**

Tug boat (25'6" x 10' 2") steel hull, diesel, and 12 x 30 ft barge.
Boat outboard 19' with 150 hp and boat trailer.
Boat, outboard 26' Pumpout boat
Cell Phones
<b>Damage Control Equipment</b>
▪ AM/FM Radio
▪ 5 pkgs D size batteries
▪ 7 flashlights
▪ 2 ropes (100 ft – ½")
▪ 1 saw
▪ 1 axe
▪ 8 – 6 volt batteries
▪ 6 rolls 2" tape
▪ 2 pliers
▪ 2 hammers
▪ 2 pipe wrenches
▪ 2 crescent wrenches
▪ 2 flathead screwdrivers
▪ 2 Philips screwdrivers
▪ portable generator (gas & oil) 120/140 volt, 20 amp
▪ Chain saw
▪ Turbidity control floating barrier curtains
▪ Self priming centrifugal pumps (gas) 2 ea
▪ Submersible sump pump – 2 ea
▪ Vehicles: 1 - four wheel drive. 1- BOBCAT
▪ Portable air compressor (electric)
▪ Extra spools of line to secure tenants boats.

**This equipment will be kept in the Clearwater Beach Marina storage locker.**

**Clearwater Harbor Marina Hurricane Equipment List:**

	Four wheel drive – BOBCAT
	<b>Damage Control Equipment</b>
	▪ 3 pkgs D size batteries
	▪ 5 flashlights
	▪ 1 saw
	▪ 1 axe
	▪ 6 rolls 2” tape
	▪ 1 pair of pliers
	▪ 1 hammer
	▪ 1 pipe wrench
	▪ 2 crescent wrenches
	▪ 1 flathead screwdriver
	▪ 1 Philips screwdriver
	▪ 1 portable generator (gas & oil) 120/140 volt, 20 amp
	▪ 1 submersible pump (electric)
	▪ 1 Portable air compressor (electric)
	▪ 2 spools of line to secure boats

**This equipment will be kept in the Clearwater Harbor Marina Dockmasters office.**

**City of Clearwater Marine & Aviation Department  
25 Causeway Boulevard, Clearwater, Florida 33767  
(727) 462-6954**

**EMERGENCY CALL LIST**

In the event of an emergency involving boat sinking, dock damage, oil spill or any other marine emergency involving the Marine Department or Divisions as listed; please contact the following personnel in the call order listed: (This is for emergencies only and contains home and cell telephone numbers for use after normal office hours).

	Name	Title	Call Order	Home	Cell
<b>Marinas</b>					
1	Gordon Wills	Operations Manager		391-3742	224-7005
2	Bill Morris	Director		934-8742	224-7003
<b>Pier 60</b>					
1	Ron Melton	Pier Operations Supervisor		439-5971	
2	Gordon Wills	Operations Manager		391-3742	224-7005
3	Bill Morris	Director		934-8742	224-7003
<b>Sailing Center</b>					
1	Maureen Cacioppo	Sailing Center Director		516 457 4122	
2	Rich White	Sailing Center Ops Mgr		770 605 9262	
3	Gordon Wills	Marina Operations Manager		391-3742	224-7005
4	Bill Morris	Director		934-8742	224-7003
<b>Airpark</b>					
1	Gordon Wills	Operations Manager		391-3742	224-7005
2	Bill Morris	Director		934-8742	224-7003

**Please Note:**

Harbormaster's Office is staffed from 8 a.m. to 4:30 p.m. – Monday through Friday Harbor Marina is staffed from 6:00 a.m. to 8:00 p.m. - everyday except Xmas Day  
Clearwater Beach Marina Fuel Dock is staffed from 6:30 a.m. to 6:30 p.m. – everyday except Xmas Day.  
Police Aide is on duty at the marinas from 9:00 p.m. to 6 a.m. – everyday.

# Emergency Management Phone Trees

## Marine/Marina Operations

### Operations Manager

Gordon Wills

391-3742

Cell 224-7005

Chris Cruickshank 400-2912 C- 224-1016		John Schauder 667-6796	
Essential Personnel	Non-Essential Personnel	Essential Personnel	Non-Essential Personnel
Larry Jones 678-6045	Ariel Banaki 409-3445	Mike England 934-0061	
Charles Graves 647-3555	Priscilla Murphy 813-406-1779	Mike Bauer 330-7158	
Roger Duncan 488-6765	Charlotte Neuberger 710-1188		
	Peter Ellmore 227-2819		
	Jamie Winch 678-2440		

## Airpark Operations

### Operations Manager

Gordon Wills

391-3742

Cell 224-7005

## Pier 60 / Sailing Center Operations

### Operations Manager

Gordon Wills

391-3742

Cell 224-7005

<b>Pier 60</b>		<b>Sailing Center</b>	
Ron Melton 439-5971		Maureen Cacioppo 516 457 4122	
Essential Personnel	Non-Essential Personnel	Essential Personnel	Non-Essential Personnel
Tom Leonard 584-6079		Rich White 770 605 9262	



## **Continuity of Operations**

The below plans and procedures are to be used for continued operations of the Marine Department in the event of a disaster.

### **Marine Operations**

1. Reopen marina business office as soon as possible.
2. Reopen marina docks after conducting damage assessment and making emergency repairs.
3. Reopen fuel docks after completing a safety inspection of fuel tanks and dispensing units.