



## 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 all marine, beach guard, 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.

### **Assistant Director:**

The Assistant Director (AD) is responsible for maintaining current information on assigned Marine & Aviation Department:

- Personnel
- Equipment
- Division operations
- Weather
- Resource deployment, and

Advising the director in accordance with Marine & Aviation Department Policy 2100, Hurricane Plan.

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

### **Marine Operations Supervisor**

The Marine Operations Supervisor (MOS) is responsible for:

- Checking all emergency equipment,
- Securing the marina,
- Testing emergency generator and  
*moving city tugboat and barge to hurricane moorings.*

The MOS will deliver the department's boats and trailer to the Police Department garage when directed by the Director or AD.

The MOS will provide photographic documentation of the status of the marina prior to the storm. A photograph of each slip will be taken prior to the hurricane.

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

### **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**

Sailing Center Coordinator (SCC) will provide a copy of Sailing Center Hurricane Plan to Marine & Aviation Department Director.

SCC will secure sailing center building.

SCC will secure all outside equipment.

SCC will protect elevator.

### **Airpark Operations Manager**

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

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

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

The AOM 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 safe guard public funds.

### **Marine Department Personnel**

All employees not required to the EOC or recalled to the marina will remain at their place of residence. Employees ordered to evacuate their residence will advise the Director or MOS 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 (January – 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 marina.
	Photo documentation of each slip prior to hurricane season.
	Review fee structure for securing boats in hurricane preparation.
	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 list)
	Keep all boats and vehicles filled above $\frac{3}{4}$ of a tank.
	Test run portable emergency generator.

### 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 city small boats to Police Department.
	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 marina, Pier 60, Seminole Boat Ramp, Sailing Center and Airpark and Island Estates.
	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 marina slip with hurricane moorings.
	Take PWCs to Police Station.
	Review responsibilities and assignments under Hurricane Condition 2.
	Top off fuel storage tanks.
	Secure non-essential divisions as directed by C3

### Pier 60

	Alert all assigned personnel
	Review responsibilities under Hurricane Condition 2.
	Remove change from telescopes, turnstile, and change machine.
	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.

### 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.

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

### 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 after storm passes.
	Departmental personnel are to contact their immediate supervisor within 4 hrs after the storm passes.
	Director or AD reports to EOC EOC <b>Phone</b> 562-4100
	Secure public funds.
	Secure the office and safeguard the computers.
	Move the computers from Beach Guards, Pier 60 and Fuel Dock to the conference room.
	Transport public funds to police dept property room as necessary.
	<p>Establish communications procedures and schedule.                      Example:                      Communication procedure:                          Primary: Home phone                          Secondary: Cell phone                          Tertiary: Radios, assigned from Beach Guards.                      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 style="padding-left: 40px;">At <u>0830</u> or immediately following C3 contact, Director will contact Assistant Director and pass info and instructions on.</p> <p style="padding-left: 40px;">Between 0830-0900 immediately following Director's call, Assist. Director will contact all department supervisors and pass info and instructions on.</p> <p style="padding-left: 40px;">Between 0900-0930 immediately following Assist. Director's call, supervisors will pass info and instructions on to staff members.  <i>These are tentative timelines and may be adjusted according to the weather conditions and length of phone calls.</i></p>

### 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 marina.
	Determine when all non-essential personnel should evacuate marina with personal vehicles.

	Monitor rising tide and secure electrical power as necessary.
	Remove city owned boats from marina and transport to police department
	Assist with securing beach lifeguard equipment, computers.
	Assist with securing Pier 60, computers.
	Secure tug/barge in marina.
	Move portable generator to shop.
	Transport all public funds to police department property room as directed.
	Unlock electric and boiler rooms, close fuel valves in parking lot, close all marina doors. Ensure fuel dock is secured.
	Evacuate in accordance with EOC directives.
	Director or AD 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 AD that all is secure and the Pier is closed.

**Sailing Center**

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

**Airpark**

	Notify FBO of condition change.
	Ensure remaining aircraft are tied down.

**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 AD.
	Provide Law Enforcement with list of personnel allowed back at the marina.
	Conduct damage assessment of marina, & Marine & Aviation dept facilities.
	Photographically document material condition of all Marine Dept facilities.
	<ul style="list-style-type: none"> <li>▪ Airpark</li> <li>▪ Marina and Island Estates</li> <li>▪ Seminole Street Launch Ramp</li> <li>▪ Sailing Center</li> <li>▪ Pier 60</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Beach Tower and beach condition.</li> </ul>
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**Marina Maintenance Staff**

	Establish assessment teams with available personnel.
	Conduct safety inspection of marina docks.
	Mark and block hazardous areas on marina property and facilities.
	Return small boats to marina 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.
	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 & AD with status of marina 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 AD 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 AD.
	Clean up debris and water from facility.
	Clean up debris from grounds.
	Re-organize facility into working condition.
	Report to AD 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 AD when facility is ready to return to normal operations.
	Conduct fly over of area if possible.

**Notes:**

**Department Hurricane Equipment List:**

	Tug boat (25'6" x 10' 2") steel hull, diesel, and 12 x 30 ft barge.
	Boat outboard 19' with 110 hp and boat trailer.
	Boat, outboard 18' Pumpout boat
	Waverunners x 2 (Beach Safety)
	Cell Phones
	Beach guard radios
	<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
	▪ 1 piler
	▪ 1 hammer
	▪ 1 pipe wrench
	▪ 1 crescent wrench
	▪ 1 flathead screwdriver
	▪ 1 Philips screwdriver
	▪ portable generator (gas & oil) 120/140 volt, 20 amp
	▪ Chain saw
	▪ Welding and cutting outfits – oxygen & acetylene (full)
	▪ Turbidity control floating barrier curtains
	▪ Self priming centrifugal pumps (gas) 2 ea
	▪ Submersible sump pump – 2 ea
	▪ Vehicles 1 four wheel drive
	▪ Portable air compressor (electric)
	▪ Extra spools of line to secure tenants boats.

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

**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 telephone numbers for use after normal office hours).

**Call Order**

	<b>Marina</b>	<b>Name</b>	<b>Title</b>	<b>Home</b>	<b>Cell</b>
1		Gordon Wills	Operations Manager	461-1968	224-7005
2		Bev Buysse	Assistant Director	526-5371	224-7002
3		Bill Morris	Director	934-8742	224-7003

**Pier 60**

1		Ron Melton	Pier Operations Supervisor	439-5971	
2		Bev Buysse	Assistant Director	526-5371	224-7002
3		Bill Morris	Director	934-8742	224-7003

**Sailing Center**

1		Gene Fleming	Sailing Center Director	430-2018	
2		Sandy Ackley	Sailing Center Assistant Director	789-9058	
3		Bev Buysse	Assistant Director	526-5371	224-7002
4		Bill Morris	Director	934-8742	224-7003

**Airpark**

1		Gordon Wills	Airpark Operations Manager	391-3742	224-7005
2		Bev Buysse	Assistant Director	526-5371	224-7002
3		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  
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 marina from 9:00 p.m. to 6 a.m. – everyday.

**Emergency Management Phone Trees**

**Marine/Marina Operations**

**Marina Operations Supervisor**

Gordon Wills  
391-3742  
Cell 224-7005

Randy Cline 501-2019 C- 224-1016		Jack Bryant 733-6799 C-642-0050	
Essential Personnel	Non-Essential Personnel	Essential Personnel	Non-Essential Personnel
Mike Kaelin 797-1618	Catherine Yellin 789-1452	Mike England 934-0061	Greg Lonkey 953-9948
Steve Grasso 734-4008	Tara Lopez 465-6165	John Schauder 934-9187	
Matt Roach 446-1408	Ellen Ayo 709-9007		
	Ken Ray Paul 733-6799		
	Chris Hages 545-2257		
	Peter Ellmore 227-2819		

**Airpark Operations**

**Airpark Operations Manager**

Gordon Wills  
391-3742  
Cell 224-7005

## Marine / Pier 60 / Sailing Center Operations

### Marina Operations Supervisor

Gordon Wills  
391-3742  
Cell 224-7005

Pier 60		Sailing Center	
Ron Melton 439-5971		Gene Fleming 430-2018	
Essential Personnel	Non-Essential Personnel	Essential Personnel Sandy Ackley 789-9058	Non-Essential Personnel
Bob Russell 595-1864	Tom Leonard 584-6079	Dick Crowl 612-382-0041	Dick Boblenz 515-5704

## **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.