

**GUIDELINES FOR
EMERGENCY PREPAREDNESS PLAN CRITERIA
FOR A MARINA OR MULTI-SLIP DOCKING FACILITY**

The following minimum criteria are to be met when developing an emergency preparedness plan for a Marina or Multi-Slip Docking Facility. These criteria are used as guidelines for approval by Lee County Emergency management, and implement the emergency preparedness plan requirements of Section IO-154 (22) (b) of the Lee County Land Development Code.

This form must be attached to your proposed Residential Emergency Preparedness Plan for approval. **Use it as a cross-reference to your plan by listing the page number and paragraph where the criteria are located in your plan on the line to the left of each item.** This will ensure a timely and accurate review of your plan.

A proposed emergency preparedness plan must be submitted for review to Lee County Emergency Management, Post Office Box 398, Fort Myers, Florida 33902-0398. If you have questions concerning any items contained in this criteria, please call Lee County Emergency Management at (239) 477-3600 for technical assistance and emergency preparedness publications.

I. INTRODUCTION

- ___ A. Provide basic information concerning the facility to include:
- ___ 1. Name of the facility, address, telephone number, emergency contact telephone number, and fax number, as applicable.

 - ___ 2. The developer/owner of the facility; address and telephone, if applicable.
- ___ B. Identify by name or position title, who is responsible for the implementation of the emergency preparedness plan.
- ___ C. Establish the frequency with which the emergency preparedness plan information will be updated, including how often the affected tenants or users will be informed of relevant information, including hurricane evacuation and shelter information, where applicable.
- ___ D. Provide an introduction to the Plan that describes its purpose, time of implementation, and the desired outcome that will be achieved through the planning process.
- ___ E. Provide Site specific information concerning the facility to include:
- ___ 1. An area location map.
 - ___ 2. Facility site map.
 - ___ 3. Number of docking slips.
 - ___ 4. Estimated population of the facility year-round, if applicable.

- ___ 5. Estimated maximum population of the facility, including seasonal residents, if applicable.
- ___ 6. Identification of the potential storm surge flooding risk from a tropical storm or hurricane occurrence (as identified by the National Weather Service storm surge model and available from Lee County Emergency Management).
- ___ 7. Identify the finished floor elevation (ffe) of the marina or docking office, if applicable.
- ___ 8. Identification of which flood zone the facility is in, as designated on the FEMA Flood Insurance Rate Map, if applicable.
- ___ 9. Location in relation to facilities storing, using or producing extremely hazardous substances.

II. **CONCEPT OF OPERATIONS**

This section of the plan defines the policies, procedures, responsibilities and actions that the Marina or Multi-Slip Docking Facility will take in a threatening tropical storm, hurricane or an oil/fuel spill emergency.

___ A. Management Structure:

- ___ 1. Identify by name or position title, who is responsible for the development and maintenance of the Emergency Preparedness Plan, State when the Plan will be updated or revised.
- ___ 2. Identify by name or position title, who is in charge during an emergency, and one alternative, should that person be unable to serve in that capacity.
- ___ 3. Identify the procedures that will activate the Emergency Plan.

___ B. Tropical Storm/Hurricane Preparedness:

- ___ 1. Identify procedures the Marina or Multi-Slip Docking Facility will take to prepare for the protection of the facility property (e.g., office, equipment, computer files, important records, etc.).
- ___ 2. Identify procedures the Marina or Multi-Slip Docking Facility will take to prepare for the protection of their tenants property.
- ___ 3. Identify procedures the tenants of the Marina or Multi-Slip Docking Facility need to take to protect themselves and their property.

___ C. Fuel and/or Oil Spill Contingency

- ___ 1. Identify or attach procedures the Marina or Multi-Slip Docking Facility will take to contain and clean-up spilled fuel and/or oil.
- ___ 2. Identify the name, address, telephone number and emergency contact telephone number of the clean-up or response contractor, if applicable.
- ___ 3. Identify or attach procedures the Marina or Multi-Slip Docking Facility will take to report a fuel or oil spill to the appropriate officials.

III. **INFORMATION, TRAINING AND EXERCISE**

This section should identify the procedures for increasing the Tenants' and Employees' awareness of the emergency preparedness Plan for the facility.

___ A. For Tenants of the Marina or Multi-Slip Docking Facility, (if applicable):

- ___ 1. Identify how tenants of the Marina or Multi-Slip Docking Facility will be informed on emergency information and the emergency preparedness plan (e.g., flyers, preparedness brochures available in a central location, such as the office or delivered to each tenant, the hosting of a hurricane or emergency preparedness seminar, etc.).
- ___ 2. State how often the tenants will be informed on emergency information and the emergency preparedness plan.

___ B. For Employee of the Marina or Multi-Slip Docking Facility (if applicable):

- ___ 1. Identify what employees will be instructed on in performing emergency activities.

- ___ 2. Identify a schedule for exercising all or portions of the emergency preparedness plan.

IV. APPENDICES

- ___ A. A roster of “Marina or Multi-Slip Docking Facility Tenants for Emergency Contact” listing the names and addresses, telephone numbers, including seasonal contact numbers of all tenants, if applicable.
- ___ B. A roster of “Facility Employees and Companies” with emergency-related activities, if applicable.
 - ___ 1. List the names, addresses, telephone numbers and pager numbers, of all Marina or Multi-Slip Docking Facility employees.
 - ___ 2. List the names, addresses, telephone numbers and emergency contact numbers of clean-up contractors, utility providers, insurance companies and service vendors of the facility property.
- ___ C. Roster of “Emergency Phone Numbers” listing the names and telephone numbers of emergency service providers (e.g., sheriff, fire district, Marine Patrol, Coast Guard, State Department of Environmental Protection, emergency management, health department, etc.), as applicable.