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**City of Madeira Beach
and the Redington Communities**

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EMERGENCY OPERATIONS PLAN

~~2019/2020~~ 2025 / 2028
Adopted _____

**The City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 32708
(727) 391-9951**

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EMERGENCY OPERATIONS PLAN – IN GENERAL

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Introduction

The preservation of life and property is an inherent responsibility of all levels of government. Since disasters in many devastating forms may strike at any time, the City of Madeira Beach Emergency Operations Plan must provide safeguards, which will save lives and minimize property damage through prior planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses from any disasters that may occur.

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Each department within the organization with a role in the implementation of the Emergency Operations Plan needs to be familiar with this plan to ensure efficient and effective execution of emergency responsibilities. Each department must develop and maintain related departmental emergency plans and/or standard operating procedures.

This Emergency Operation Plan will continue to be evaluated, updated, and refined to meet the City's changing needs.

Purpose

The City of Madeira Beach Emergency Operations Plan establishes planned response to extraordinary emergency situations associated with natural disasters. It establishes procedures and an emergency management organization and assigns roles and responsibilities to ensure the effective management of emergency operations within the City of Madeira Beach. The plan was created by a collaboration of City departments and adopted by the City of Madeira Beach Board of Commissioners.

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The term "disaster" refers to a calamitous event, especially one occurring suddenly and causing great loss of life, damage, or hardship, as a flood, freeze, windstorm, hurricane, tornado, major fires, and explosions and other catastrophes resulting, or likely to result, in loss of life and/or significant property damage.

Goal

The overall goal of the Emergency Operations Plan is to ensure life safety, property protection, response and recovery capabilities, and continuity of City operations.

Preparedness

Planning makes it possible to manage the entire life cycle of a potential crises and determine capability requirements. It ensures that the organization has complied with the preventive measures; is in a state of readiness to contain the effects of a forecasted disastrous event to minimize loss of life, injury, and damage to property; can provide rescue, relief, rehabilitation, and other services in the aftermath of the disaster; and has the capability and resources to continue to sustain its essential functions without being overwhelmed by the demand placed on them.

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Legal Authority

In accordance with Florida Statutes, Chapter 252, a state of emergency shall be declared by executive order or proclamation of the Governor if determined that an emergency has occurred or that the occurrence or the threat thereof is imminent. The state of emergency shall continue until the Governor finds that the threat or danger has been dealt with to the extent that the emergency conditions no longer exist or the Governor terminates the state of emergency by executive order or proclamation, but no state of emergency declared pursuant to the Florida Emergency Management Act may continue for longer than 60 days unless renewed by the Governor.

It is within the discretionary powers conferred upon the Governor by Chapter 252, Florida Statutes to direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if he or she deems this action necessary for the preservation of life or other emergency mitigation, response or recovery. Chapter 252, Florida Statutes together with Executive Order 80-29 authorizes local governments to order or direct the evacuation of its citizens when threatened by a disaster in the absence of a directive from the Governor. Nothing in the Order prevents local jurisdictions from taking prompt and necessary action to save lives and protect the property of their citizens, including the authority to compel and direct timely evacuation when necessary in the absence of the Governor's directive.

The same power to order evacuation from an approaching hurricane conferred upon the Governor by statute is delegated to the governing body of each political subdivision of the State by Executive Order 80-29. The term "political subdivision" is defined under the statute as "any county or municipality created pursuant to laws." This delegation of authority by Executive Order empowers the chief elected official of Pinellas County (Chairman of the Board of County Commissioners) and the 24 municipalities (Mayor) to order evacuation from an approaching hurricane or other threatening phenomenon.

The City of Madeira Beach Code of Ordinances, Chapter 38, Section 38-1, adopts the National Fire Code (NFPA), 2006-2015 edition, which state that the Fire Chief or his designee shall enforce these Codes.

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The City Manager or his designee shall have the authority to determine what constitutes an immediate hazard of life and/or property, the authority to take any action he/she deems necessary while coordinating with the City's Building Official and the Sheriff's Office.

The City Manager or his designee shall have the authority to place personnel on standby.

The Emergency Operations Plan is adopted by reference (Sec. 22-46) and is continually in effect. It is on file in the City Clerk's Office.

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Organization

- A. The City Manager may take command and govern the City by resolution under the direction of the Board of Commissioners during the times of grave public danger or emergency. The Board of Commissioners shall be the judge of what constitutes “grave public danger or emergency”, in accordance with the City of Madeira Beach City Charter. ~~The Board of Commissioners may also declare a state of emergency and evacuation without resorting to government by resolution.~~

The Board of Commissioners may adopt an ordinance enacting an emergency management ordinance during a state of local emergency to establish a curfew and declare certain areas off limits; establish regulations of use of water; establish a prohibition of price gouging and over charging; and establish restriction on sale of alcohol, firearms, explosives, and combustibles. The ordinance authorizes the Mayor and, in the absence of the Mayor, the line of succession to declare a State of Local Emergency. Should the Mayor be unavailable or become incapacitated, the authority and responsibilities of the Mayor, under this Emergency Operations Plan shall be passed first to the Vice-Mayor and thereafter to the District Commissioners in numerical order (Commissioner of Districts 1, 2, 3 and 4).

The City Manager shall continue as Chief Administrative Official and shall manage the Departments of the City for the accomplishment of the above stated purpose. ~~The Public Information Officer~~ The City Manager’s -Officer or designees shall act as the official spokespersons for the City, providing all information to the media pertaining to the disaster. If the Public Information is unavailable, the City Manager and/or Fire Chief or their designee shall act as the official spokesperson. Public Information Officer The City Manager will assign a designee who shall be responsible for operation and answering -City’s telephones.

The assignments of responsibility made to the City Manager and the Department Directors for the management of the City during normal times will be preserved during an emergency or disaster. <https://library.municode.com/>

~~The Public Information Officer shall act as the official spokespersons for the City, providing all information to the media pertaining to the disaster. If the Public Information is unavailable, the City Manager and/or Fire Chief or their designee shall act as the official spokesperson. Public Information Officer shall be responsible for operation and answering City’s telephones.~~

- B. The Pinellas County Sheriff’s Office, under the terms of its contract with the City of Madeira Beach, shall be responsible for law enforcement, as well as special traffic control, crowd control, and aiding in evacuation.
- C. The Fire Department shall be responsible for firefighting and rescue service as well as for evacuation and initial disaster assessment.
- D. The Public Works Director and PCSO Deputies shall be responsible for the maintenance of City property and securing same against the possibility of physical damage due to wind,
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water, vandalism, or looting. When requested, Director and Deputies shall aid in evacuation. Director and deputies shall also be responsible for preservation and/or restoration of public areas and services before, during and after a disaster. The Director and deputies will also provide barricades to block off hazardous roads and to assist in identifying the evacuation routes when instructed by the law enforcement agency.

~~D.~~ _____

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- E. The City Clerk shall coordinate with all Department Directors to ensure all records will be safe and sheltered in place. It may be necessary that some records be stored in the City's off-site records center, a contracted service. Records will be backed up electronically.
- F. The Community Development Director shall be responsible for establishing communication with the Community Development Department.
- G. The Marina Manager shall be responsible for notification of boat owners moored at the City Marina, so they may secure their property.
- H. Each Department Director will ensure in advance that all assigned employees understand that it may be mandatory to report to their department.
- I. The City Manager or his designee shall be responsible for public education on:
 - 1. Hurricane preparedness
 - 2. Local emergencies
 - 3. Communications with the public
- J. Annually, the City Manager and Fire Chief (Emergency Management Coordinator) shall conduct a minimum of one full scale (city-wide) emergency exercise, prior to June 1st (except for moving furniture), followed by a critique, recommendations, and corrective action.

Communications

The City Manager and Fire Chief shall maintain communication with Pinellas County Emergency Management by radio (see Appendix A), by telephone 727-464-3800 and/or by e-mail ema@co.pinellas.fl.us.

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Transportation

- A. Each resident is expected to provide his or her own transportation out of the city. Persons who cannot comply with this expectation should contact Pinellas County Emergency Management at 727-464-3800 or the Madeira Beach Fire Department at 727-391-3400 to be placed on a Special Needs list <http://www.pinellascounty.org/emergency/specialneeds.htm> for evacuation assistance that is maintained by the Fire Department and Pinellas County.

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B. Evacuation traffic will follow marked evacuation routes.

C. City vehicles, capable of operating on flooded streets, and their operators shall remain on duty until completion of evacuation. Other City vehicles may be moved to the parking garage of Cambria Hotel or the secondary EOC, other location set by partnership with neighboring mainland cities. ~~(consider noting at which Activation Level this will be done)~~

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D. City employees will park private vehicles nose to nose at the Fire Station and/or parking garage of the Public Works EOC Cambria Hotel and be transported, by City vehicles, and will report to the primary City Hall or work location, location assigned.

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Other Affiliations

A. The City Manager or designee may contract with public agencies or private contractors for the exclusive use of equipment and supplies to aid during the recovery phase of a disaster. Equipment suppliers shall be under the direction of the Public Works Director while working in Madeira Beach ~~(see Appendix F).~~

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B. The ~~Fire Station~~ EOC will be occupied, when necessary, by Fire ~~Department staff~~ Chief, ~~Public Work~~ City Manager as well as s-essential staff of Public Works, Finance, and Building ~~as well as the City Manager and~~ the representative of the PC Sheriff's Office.

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Evacuation

A. All residents shall leave the City immediately when an evacuation is ordered.

B. Evacuation orders shall be announced by City staff and/or local law enforcement and provided to all major media outlets.

C. Pinellas County Emergency Management will alert the media (radio and television). For a local emergency, the Commission will be informed, and the City Manager or designee will alert the media (radio and television) as necessary.

D. The City will provide all media outlets with information to broadcast over its existing cablevision system to notify residents of evacuation or other emergency information as necessary. Contact Bay News 9 Assignment Desk 727-329-2400.

Recovery

A. When re-entry to the City is authorized after a disaster, the first activity of the Fire Department and Sheriff's Office shall be search and rescue operations. The Fire Chief will coordinate this effort.

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B. After completing the initial search and rescue operation, and clearing the immediate life-threatening hazards, all Departments will concentrate upon restoring normal services to the City.

C. As soon as it is practical after re-entering the City, damage survey teams will inspect and report damage to public and private property. The damage survey team will also decide whether to apply to the State (Chapter 252, F.S.) and Federal (Public Law 93-288, Sect. 404) governments for disaster relief for private property owners. This will be coordinated with Pinellas County Emergency Management.

C. _____

Upon determining the area is safe for residents, the City will be re-opened to pre-designated business employees and the citizens of Madeira Beach, all must present Emergency Access Permit at the point of entry set by PCSO. Employers who have employees that are not Madeira Beach residents may obtain the Emergency Access Permit to ensure they have access to assist with their specific business recovery operation. These passes will be made available at the City Hall or through Pinellas County Sheriff Office visit: <https://pcsoweb.com/emergency-access-permit>

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EMERGENCY ACCESS PERMIT

Available for Madeira Beach Residents and Business Employees

Under disaster conditions and the following recovery operations, access to Madeira Beach will be restricted to persons with identification showing they are a resident or property owner. This is to prevent sightseers and other unauthorized people from hindering emergency operations and provide safety/security for our resident's property.

Pinellas County Sheriff's Office's Emergency Access Permit tags will be issued to residents (owners and tenants) and business owners/property management companies year-round. This program offers 2 tags per household and up to 15 to local businesses. These tags are for Madeira Beach addresses, locations in surrounding barrier islands must be obtained in the specific municipality. Residents and business owners of Madeira Beach may obtain their tags at City Hall or visit PCSO website. Once a mandatory evacuation order has been lifted, the tags will be required to re-enter the evacuated area. There are nine points to barrier islands, access will be limited based on the closest entry point of one's residence/business. PCSO will be posted at city entrances will scan the barcode of the permit which is required to be displayed by hanging from a vehicle's rearview mirror. This is a Pinellas County Sheriff's Office program, all rules/mandates associated with the tags are regulated by PCSO. To register visit <https://pcsoweb.com/emergency-access-permit>

Anyone without the emergency access pass will be denied entry.



Sample Publication not for Official Use.

LEVELS OF POTENTIAL OR ACTUAL DISASTER

Level I

- A. Activated to inform City Administration and Board of Commissioners of emergency events potentially impacting the City.
- B. Emergency procedures may be initiated for situations to include, but not limited to, hurricanes, tropical storms, flooding, significant fire, storm surge, hazardous material (Haz-Mat) incidents, Etc.
- C. Notification will be via text message, cell phone or other means as deemed appropriate (see phone list). The City will comply with all public records laws concerning the distribution of information.
- D. Upon notification, a call back to City Hall may be required by the following people: City Manager, Emergency Management Coordinator, City Clerk, and Department Directors.
 - 1. If activation is informational, a briefing can be done by telephone. If decision making is necessary, a briefing will be held in City Hall or other appropriate means.
- E. Upon Level I activation, all Department Directors will:
 - 1. Notify their personnel, via phone or other means as deemed appropriate, ~~(see phone list)~~ early so they can secure and prepare their homes first.
 - 2. Activate individual Department Level I Standard Operating Procedures to include:
 - a. Check vehicles, equipment, communication procedures.
 - b. Cancel all leaves based on the potential and severity of the event.
 - c. Place all personnel on standby. (Note: When notified about standby status, the employee must make sure to leave a contact number if they will be unavailable by phone for activation.) Department Directors to provide a list of essential employees/list in order of primary essential/secondary (in case primary not available for emergency reasons)
 - d. Take immediate steps to secure personal property and family safety.
 - e. Identify and prepare all essential records and office equipment for transport to Fire Station.

Level II

- A. Activated for more serious situations: hurricane warning, tornado, manmade disaster, immediate life-threatening conditions/situations.
- B. Upon notification, a call back to City Hall, with an estimated time of arrival (ETA), is required where a briefing will take place to include the following people: City Manager, City Clerk and Department Directors.

C. Subsequent briefings will take place at six (6) hour intervals or as deemed appropriate.

D. Upon Level II activation, all Department Directors will:

1. Notify their essential personnel via text message, phone or other means as deemed appropriate. Primary personnel is to report to duty as soon as possible, in uniform, and to bring enough clothing & supplies for an extended stay (up to 72 hours).
2. Brief their personnel with EOC Incident Action Plan.
3. Remove all non-essential vehicles to ~~secondary EOC~~ parking garage of Cambria Hotel or other location determined by partnership with surrounding municipalities, they are to include: Any vehicle not designated to operate in water over one foot and employee's private vehicles. Parking should be nose-to-nose, or in a manner to protect the engine compartment.
4. Implement each department's Level II Standard Operating Procedures (SOP).

NOTE: Any outside work may require a minimum of a safety hat, googles, gloves, and personal floatation device, depending on the severity and type of the event.

Level III

- A. Activated for major incidents and/or evacuation.
- B. Notification will be via text message, phone or other means as deemed appropriate (see phone list).
- C. Upon notification, if not already on duty, a call back to City Hall, with an estimated time of arrival (ETA), a briefing will take place and include the following people: City Manager, City Clerk, and Department Directors.
- D. Subsequent briefings will take place at two (2) to four (4) hour intervals or as deemed appropriate.
- E. Upon Level III activation, all Department Directors will:
 1. Brief their personnel with EOC Incident Action Plan.
 2. Aid in evacuation of residents where needed.
 3. Evacuate when ordered.

Note: The Board of Commissioners will be briefed by the Emergency Management team throughout the emergency activation process.

DEPARTMENT RESPONSIBILITIES

Prior, during and after a potential or actual disaster, Department responsibilities are listed below:

A. CITY MANAGER

1. Continue all City business within the parameters of the disaster.
2. Monitor the conditions and keep the Board of Commissioners advised.
3. Coordinate City Departments in Disaster Operations.
4. Inform the public and media on the City's emergency response tactics and strategies.
5. In conjunction with the Fire Department, conduct emergency preparedness exercises.
- 5-6. ~~PIO to~~ Secure essential records and equipment. All equipment removed from the primary EOC will be tested and ready to operate at the remote location, if necessary. If available, the Network People, a contracted IT service, will perform this task.

B. FIRE DEPARTMENT

1. Notify and or recall necessary personnel.
2. Continue all firefighting and EMS activities within the parameters of the disaster.
3. Oversee and aid the evacuation of residents, who are unable to do so on their own (Special Needs).
4. Monitor the disaster and alert/mobilize the appropriate City personnel.
5. Activate and operate the Emergency Operation Center or alternate Emergency Operations Center at Calvary Church located at 6155 113th St. Seminole, FL 33772. The decision to activate the Alternate EOC will be made based off many factors to include path and strength of storm, anticipated flooding, etc.
6. Obtain and maintain equipment for extended work cycles for all Fire Department employees.
7. Re-enter and establish essential Fire/EMS operations and search/rescue.
8. Educate the public for disaster preparedness.
9. Organize and conduct damage assessment (tracking, etc.)

10. Compile damage reports and present to Finance.
11. In conjunction with the City Manager, conduct a city-wide emergency preparedness exercise.
12. Coordinate with Pinellas County to determine if bridges have been inspected and opened again for vehicle traffic.
13. Coordinate with Pinellas County the review and maintenance of traffic signals within City limits.
14. Coordinate with Duke Energy power issues, downed power poles, and electrical plans.

~~14.~~

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C. CITY CLERK

The City Clerk shall coordinate with all Department Directors to ensure that all records are safe and sheltered in place during a disaster. It may be necessary to store some records in the City's off-site records center, a contracted service.

The Network People, a contracted service, confirmed that all electronic public records stored on the City's server are backed up Monday through Friday on a schedule of every hour starting at 8 am and ending at 6 p.m. On Saturdays and Sundays, the backups are taken at 11 a.m., 3 p.m., and 7 p.m. Backups are replicated to redundant off-site data centers daily.

1. Assist in the activation and operation of the EOC.
2. Prepare to aid the City at the City Hall.
3. If a special meeting of the Board of Commissioners is called during a state of emergency, the City Clerk's office shall notice the meeting and take the minutes.

D. FINANCE DEPARTMENT

1. The Finance Director will be responsible for all finance functions during an emergency. In the absence of the Finance Director, the Assistant Finance Director will assume this responsibility.
2. The Finance Director, in conjunction with each Department, will compile and submit the necessary information to FEMA.
3. Obtain and maintain equipment for extended work cycles for all Finance Department employees.
4. Submit reports for FEMA reimbursement.

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E. COMMUNITY DEVELOPMENT DEPARTMENT/BUILDING DEPARTMENT

1. Secure essential records and equipment.
2. Coordinate/Install flood panels for lower level of City Hall/Building Dept.
3. Test City Hall generator and check fuel levels.
4. Maintain normal operations and implement emergency repair procedure post disaster.
5. Obtain and maintain equipment for extended work cycles for all Community Development/Building Department employees.
6. Assist with loading & transporting of records and equipment.
7. Assist in City-wide damage assessment, post incident.
8. Inform all active permit holders of City disaster response and require contractors and residents to secure all construction sites.

F. PUBLIC WORKS DEPARTMENT

1. Secure all City property, including City Hall.
2. Secure essential department records and bring them to City Hall.

~~3.~~

~~4.3.~~ Aid in evacuation, when needed.

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~~5.~~ All non-essential vehicles and private vehicles will be moved to Seminole Methodist Church, 5400 Seminole Blvd.

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~~4.~~ located at the secondary location set in partnership with surrounding municipalities on mainland.

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~~6.5.~~ Maintain the City roads in passable condition if possible, prior to evacuation.

~~7.6.~~ Inspect and clean out all stormwater outfalls to maximize potential flood control during event.

~~8.7.~~ Open roads as soon as possible on re-entry.

~~9.8.~~ Secure contracts with outside suppliers for heavy and other essential equipment for maintenance and re-entry to the City before hurricane season.

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~~10-9.~~ Aid the Sheriff's Department in evacuation.

~~11-10.~~ Maintain and store necessary equipment for emergency deployment, and other related equipment.

~~12-11.~~ Maintain and store necessary supplies to secure City property.

~~13-12.~~ Stage necessary equipment and operators at locations to provide First Push operations.

~~14-13.~~ Obtain and maintain equipment for extended work cycles for all Public Work's/Marina employees.

~~14.~~ Manage and coordinate debris management and debris monitoring contractors.

~~15.~~

G. MARINA

- 1) Notify all owners of boats and recreational vehicles so they may properly secure their property.
- 2) Secure essential records and equipment.
- 3) Maintain and store necessary supplies to secure City property.
- 4) Maintain normal operations.
- 5) Obtain and maintain equipment for extended work cycles for all Marina employees.

~~6)~~ Report to Manager for re-assignment.

~~6-7)~~ Supply fuel to City and County equipment used during an emergency. Department Director must confirm with Finance Director that purchasing limits for fuel will be removed during the lifetime of the disaster.

H. RECREATION DEPARTMENT

1. Secure all essential records.
2. Suspend all recreational activities and inform the public of such actions.
3. Secure outside facilities to minimize damage.

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4. Staff the City buses, as required.
5. Report to the City Manager for re-assignment.

Departmental Standard Operating Procedures (SOP's) in the Event of a Potential or Actual Disaster.

Standard Operating Procedures (SOP's) for each department on following pages.

Important Numbers

PCSO	727-582-6200		
Duke Energy Community Relations Manager Jeff Baker	727-409-0580	Jeff.Baker3@duke-energy.com	
Animal Control	727-582-2600		
Pinellas County Utilities	727-464-4000		

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STANDARD OPERATING PROCEDURES

City Manager: Level I Activation (to include a Hurricane Watch)

1. Maintain normal operations. In the absence of the City Manager, the Chain of Command will be in the following order: Fire Chief, Public Works⁴ Director, Finance Director, Community Development Director, Building Official, Recreation Director, —Marina Manager.
2. Notify Board of Commissioners and Department Directors of Level I activation.
3. Notify all departments and personnel of Level I activation.
4. Cancel all leave based on potential severity of the event.
5. Personnel shall take immediate steps to secure personal belongings and family safety.
- 5-6. ~~PIO~~—Maintain communications between City Hall Information Center.
- 6-7. Prepare all essential records and office equipment for transport to a safe area in event of a Level II activation.
8. Coordinate EOC Meetings.
- 7-9. Begin FEMA forms and gather back up documentation.

City Manager: Level II Activation (to include a Hurricane Warning)

1. Maintain essential operations.
2. Assist in setting up the City Hall as a center for public information and operation.
3. Notify Board of Commissioners of Level II activation.
4. Prepare to implement Level II.
- 4-5. Ingetriss/~~PIO~~— Network People, a contracted service, confirmed that all electronic data stored on the City's servers are backed up on an hourly basis.
5.
6. Coordinate EOC Meetings.
6.

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City Manager: Level III Activation (to include a Hurricane Evacuation)

1. Maintain communications between Board of Commissioners.
2. Maintain communications with Department Heads.
3. Monitor news sources and weather bulletins; make any necessary media responses.
4. Evacuate the City Hall.
5. Coordinate EOC Meetings.
- 5-6. Continue FEMA forms and gather back up documentation.

City Manager: Recovery Phase

1. Prepare for special meeting of the Board of Commissioners.
2. When a safe headquarters has been established, return essential records and resume normal operations.
3. Establish work cycles allowing employees to check their personal property and families.
- 3-4. Continue FEMA forms and gather back up documentation.
- 4.

Fire Department: Level I Activation (to include a Hurricane Watch)

1. Maintain normal operations. In the absence of the Fire Chief Clint Belk, the Chain of Command will be in the following order: ~~Lt/PM Ermseher~~, Deputy Chief, followed by the on-duty company officer.
2. Notify City Manager of Level I Activation.
3. Notify all Fire Department personnel of a Level I Activation:
 - a. Cancel all leave based on potential severity of the event.
 - b. Place all personnel on standby. Note: If unavailable by personal phone for longer than 20 minutes, personnel must call the station with a contact number where they can be reached.
 - c. Personnel shall take immediate steps to secure personal belongings and family safety.
4. Activate EOC and maintain continuous incident information.

5. In conjunction with City Manager, prepare appropriate informational message for residents of Madeira Beach.

a. Determine appropriate message with necessary information and inform switchboard personnel.

6. Start evacuation preparations. Evacuation process:

a. Contact and verify evacuation need of residents on the "Special Needs List".

7. Check all emergency equipment: test (i.e.: radios, flashlights, power tools, etc.)

8. Re-check and issue all emergency safety equipment and gear Fire Department: Level II Activation (to include a Hurricane Warning)

9. Begin FEMA forms and gather back up documentation

Fire Department: Level II Activation (to include a Hurricane Warning)

1. Develop Incident Action Plan (I.A.P.) for the next operating period.

2. Maintain essential Fire/EMS operations. When involved with outside operations, all personnel should wear a minimum of helmet, -gloves, and personal floating device when required.

3. Notify City Manager, Board of Commissioners and Department Directors of Level II activation via text message, cell phone or other means as deemed appropriate.

4. Prepare station for increased personnel (IE, beds/cots, quiet zone, etc.)

5. Pre-deploy an engine company to Redington Beach area (Commission Chamber @ North Redington Beach Town Hall).

6. Recall off-duty personnel for maximum efficiency in staffing as follows:

a. Personnel will report to duty as soon as possible.

b. Personnel will bring all necessary supplies in preparation for extended stay; prepare for 72 hours.

7. The Fire Chief, in conjunction with City Manager and Pinellas County E.O.C. prepare appropriate message for residents of Madeira Beach. Message to public: Message given by switchboard operators and possibly local cable television. (Note: If a Hurricane Warning is in place, include recommendation to non-residents to leave the city).

8. Monitor water and prepare for final Fire Department stand down.

9. Be prepared on order to immediately begin evacuation operations:
 - a. Complete notification of Special Needs "Evacuation List." An area of the City Center Complex may be a staging area for evacuees waiting for bus.

10. Remove all non-essential vehicles to ~~Secondary EOC parking garage of the Cambria Hotel~~ other location determined by partnership with surrounding municipalities. –Non-essential vehicles: Any vehicle that will not handle water more than 1 foot deep to include employee's vehicles.

~~10-11.~~ Continue FEMA forms and gather back up documentation.
~~11.~~

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Fire Department: Level III Activation (to include a Hurricane Evacuation)

1. Develop I.A.P. for the next operating period.
2. Maintain essential Fire/EMS operations.
 - a. At Lieutenant's discretion, ground ladder operations will be discontinued.
 - b. At sustained winds of 35 mph, aerial operations will discontinue.
 - c. At sustained winds of 50 mph only critical operations will be conducted and only T-25 and/or E-25 will respond.
 - d. At sustained winds of 60 mph, all equipment will be sheltered.
 - e. All personnel will wear appropriate PPE per the Incident Action Plan (IAP).
3. Notify City Manager and Department Directors of Level III activation via text message, cell phones or other means as deemed appropriate.
4. Message to public. In conjunction with City Manager and Pinellas County E.O.C., prepare appropriate message to be delivered by switchboard, cable television, radio, mobile P.A. systems or other means as deemed necessary.
5. Await County briefing results for determination of when to set up EOC communications and/or phone lines.
6. Begin evacuation process: utilize mobile P.A. systems using S.O. & F.D. as needed.

- ~~7.~~ Evacuate non-essential employees and establish time and location for recovery operations.

~~7-8.~~ Continue FEMA forms and gather back up documentation.
~~8.~~

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Fire Department: Recovery Phase

1. Develop an I.A.P. with maps for the next 24-hour period.

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2. In conjunction with Pinellas County Emergency Management, begin a citywide initial damage assessment.
3. Begin search and recovery operations.
4. Mitigate hazards in preparation for re-occupation by general citizenry.
5. Maintain normal Fire/EMS Operations.
6. Assess personnel for signs of fatigue.
7. Establish work cycles allowing employees to check their personal property and families.
- ~~8.~~
~~9-8.~~ Continue FEMA forms and gather back up documentation.

City Clerk: Level I Activation (to include a Hurricane Watch)

1. Take immediate steps to secure personal belongs and ensure family safety.
- ~~2.~~ Maintain normal operations. In the absence of the City Clerk, a City Clerk employee will assume responsibilities for the City Clerk's Office.
- ~~2-3.~~ Begin FEMA forms and gather back up documentation
- ~~3.~~

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City Clerk: Level II Activation (to include a Hurricane Warning)

1. Assist in the setting up of the City Hall as the center for public information and operation.
2. Prepare to implement Level III.
- ~~3.~~ Prepare for a special Board of Commissioners meeting if necessary.
- ~~3-4.~~ Continue FEMA forms and gather back up documentation.
- ~~4.~~

City Clerk: Level III Activation (to include a Hurricane Evacuation)

1. Prepare for a special meeting of the Board of Commissioners if necessary.

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City Clerk: Recovery Phase

1. When a safe headquarters has been established, return essential records and resume normal operations.
- ~~2.~~ Establish work cycles allowing employees to check their personal property and families.

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~~2.~~3. Continue FEMA forms and gather back up documentation.

~~3.~~

Finance Department: Level I Activation (to include a Hurricane Watch)

1. Maintain normal operations. In the absence of the Finance Director the Chain of Command will be in the following order: Assistant Finance Director and HR/Financial Coordinator.
2. Notify department personnel of the possible need to report via the other means as deemed appropriate and depending upon the actual circumstances.
3. Once notified, employees shall take immediate steps to secure personal belongings and ensure family safety.
4. Determine procedure for emergency disbursement of City funds (i.e. payroll, resource procurement, etc.).

~~5.~~ Make sure all data on finance computers is backed up/secured in the "Cloud."

~~5.~~6. Begin FEMA forms and gather back up documentation.

~~6.~~

Finance Department: Level II Activation (to include a Hurricane Warning)

1. Notify essential/primary personnel of the need to report to duty; report to primary EOC.

~~Secure vehicle at primary EOC.~~

2. Continue FEMA forms and gather back up documentation.

~~3.~~

Finance Department: Level III Activation (to include a Hurricane Evacuation)

- ~~1.~~ 1. Follow Level II response procedures; await briefing results from the Finance Director for determination of when to set up necessary finance functions.

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2. Continue FEMA forms and gather back up documentation.

1.

Finance Department: Recovery Phase

1. Monitor communications.

2. Establish work cycles allowing employees to check their personal property and families.

2-3. Continue FEMA forms and gather back up documentation.

Items not available for quick retrieval from the “Cloud” must be available on hand prior to storm.

Essential City Finance Records

1. Personnel Records (present and past) – coordinate with City Clerk’s office
2. Purchase Order copies.
3. Insurance Policies

Essential Items to Have on Hand

1. Cash drawers.
2. Payroll and General Fund checks.
3. Fax machine.
4. Stationary – envelopes, pens, pencils, notebooks.
5. Workers’ Compensation Notice of Injury Report forms, wage reports.
6. Flashlights and batteries.

7. Phone list for City Hall.

Emergency Personnel Contacts

Workers’ Compensation Office
Governmental Insurance Trust
Policy #001000000023099
P.O. Box 16-6005
Altamonte Springs, FL 32716

Health Insurance

Blue Cross Blue Shield of FL Preferred
1-800-352-2583

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800-237-6617 phone
407-682-6850 fax
First Notice of Injury – 800-275-4646

Community Development/Building Department: Level I Activation (to include a Hurricane Watch)

1. On notification, take immediate steps to secure personal belongings and family safety. In the absence of the Community Development Director and Building Official, the remaining Chain of Command will be in the following order: Community Development Engineer, Planner I-III, Building Compliance Supervisor, Office Manager, Building Inspector, Permit Technician, Long Range Planner.
2. Cancel all annual leave requests based on potential & severity of the event.
3. Secure essential records and equipment.
4. Maintain normal operations.
- 4-5. Begin FEMA forms and gather back up documentation.

Community Development/Building Department: Level II Activation (to include a Hurricane Warning)

1. Recall off-duty personnel.
2. Maintain essential operations.
- 2-3. Continue FEMA forms and gather back up documentation.

Community Development/Building Department: Level III Activation (to include a Hurricane Evacuation)

1. Standby to evacuate.
2. Evacuate when released.
- 2-3. Begin FEMA forms and gather back up documentation.

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Community Development/Building Department: Recovery Phase

1. Begin damage survey of all property in the city.
2. Establish work cycles allowing employees to check their personal property and families.
3. Assess employees for signs of fatigue.
4. Coordinate reimbursement efforts.
5. Public and Implement emergency repair permitting process and fee schedule.
6. Publish and implement all adopted post disaster redevelopment plans.
- 6-7. Continue FEMA forms and gather back up documentation.

Public Works: Level I Activation (to include a Hurricane Watch)

1. Maintain normal operations. In the absence of the Public Works Director, the command will fall upon the Stormwater Supervisor.
2. On notification, take immediate steps to secure personal belongings and family to safety.
3. Cancel all time-off leaves based on potential and severity of the event.
- 3-4. Notify and Identify Primary personnel.
- 4-5. Check all emergency equipment, supplies; and fuel.
6. Public Works Director shall prepare to direct additional manpower.
- 5-7. Begin FEMA forms and gather back up documentation.

Public Works: Level II Activation (to include a Hurricane Warning)

1. Recall off-duty personnel.
2. Maintain essential operations.
3. Prepare to set up evacuation routes. Assist PCSO in setting up evacuation routes.
4. Secure fences by removing signs; secure other potential flying objects on City property.

5. Fuel and prepare all City vehicles.

6. Secure City facilities and property.

7. Activate Debris Management and Debris Monitoring Contracts for pre-event prep.

8. Continue FEMA forms and gather back up documentation.

7.

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Public Works: Level III Activation (to include a Hurricane Evacuation)

1. Standby to evacuate.

2.

2. Evacuate to ~~City Hall or Secondary~~ EOC.

3. Continue FEMA forms and gather back up documentation.

Public Works: Recovery Phase

1. Establish headquarters.

2. In conjunction with the Fire Department, begin opening roads for search and recovery operations.

3. Implement Debris Management contractors, activate Debris sites through County requirements.

4. Establish a Debris Management Incident Command with the Debris Monitoring Contractor.

5. Begin damage survey of City owned property, lift stations, and other facilities.

6. Establish work cycles allowing employees to check their personal property and families.

7. Assess employees for signs of fatigue.

8. Use established safety procedures.

~~8-9.~~ Continue FEMA forms and gather back up documentation.

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Marina: Level I Activation (to include a Hurricane Watch)

1. On notification, take immediate steps to secure personal belongings and family safety. In the absence of the Marina Manager (the Chain of Command will be in the following order: Marina Manager Assistant.
2. Cancel all annual leave requests based on potential & severity of the event.
- ~~3.~~ Notify all owners of moored boats at City facilities, so they may properly secure their property. (See detailed Marina operations).
- ~~4.~~ Check fuel levels to ensure a minimum of 4000 gallons of REC-90 and Off-Road diesel.
- ~~3-5.~~ Begin FEMA forms and gather back up documentation.

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Marina: Level II Activation (to include a Hurricane Warning)

1. Complete securing of equipment and records.
2. Recall off-duty personnel.
3. Maintain essential operations.
- ~~4.~~ Complete removal of equipment to City Hall.
- ~~4-5.~~ Continue FEMA forms and gather back up documentation.
- ~~5.~~ Maintain information on owners of boats at City facilities. (See detailed marina operations – Appendix E).

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Marina: Level III Activation (to include a Hurricane Evacuation)

1. Seal fuel tanks (See detailed marina operations).
2. Secure all equipment at marina.
3. Standby to evacuate.
- ~~4.~~ Evacuate.
- ~~4-5.~~ Continue FEMA forms and gather back up documentation.

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Marina: Recovery Phase

1. Establish headquarters.
2. Begin damage survey of City owned property (ships store, docks, etc.).
3. Establish work cycles allowing employees to check their personal property and families.
4. Assess employees for signs of fatigue.
5. Refill fuel tanks for use by Marina patrons and City staff as quickly as possible.
- ~~6.~~ Use established safety measures.
- ~~6-7.~~ Continue FEMA forms and gather back up documentation.

Recreation Department: Level I Activation (to include a Hurricane Watch)

1. On notification, take immediate steps to secure personal belongings and family safety. In the absence of Parks and Recreation Director (Jay Hatch) the Chain of Command will be in the following order: Rec Leader III (Max Michalski), Rec Leader II (Chris Mecko), Rec Leader III (Carol Kepics).
2. Cancel all annual leave requests based on potential & severity of the event.
- ~~3.~~ Notify all families of cancellation of recreation program before, during and after the storm event.
- ~~3-4.~~ Continue FEMA forms and gather back up documentation.

Recreation Department: Level II Activation (to include a Hurricane Warning)

1. Complete securing of equipment and records.
2. Recall off-duty personnel.
3. Maintain essential operations.
- ~~4.~~ Maintain information on all recreation program participants.
- ~~4-5.~~ Continue FEMA forms and gather back up documentation.

Recreation Department: Level III Activation (to include a Hurricane Evacuation)

1. Secure all equipment.

2. Standby to evacuate

3. Evacuate.

3-4. Continue FEMA forms and gather back up documentation.

Recreation Department: Recovery Phase

1. Establish headquarters.

2. Begin damage survey of City owned property.

3. Establish work cycles allowing employees to check their personal property and families.

4. Assess employees for signs of fatigue.

5. Use established safety measures.

5-6. Continue FEMA forms and gather back up documentation.

EMERGENCY OPERATIONS CENTERS

SECONDARY CITY HALL	STAFF
Pinellas County Sheriff's Office 10750 Ulmerton Road Largo, FL 34648 727-582-6200	One Representative from the Board of Commissioners

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SHELTERS IN PINELLAS COUNTY

-To locate a current list of shelters refer to [Pinellas County Emergency Management website](http://www.pinellascounty.org/emergency/managementwebsite)

Shelter Options <http://www.pinellascounty.org/emergency/shelteroptions.htm>

Public Shelter List <http://www.pinellascounty.org/emergency/shelters.htm>

By Telephone (727) 464-3800

TDD (727) 464-3009

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SHELTERS IN PINELLAS COUNTY

General Population Hurricane Shelters

Name	Address	City
Bauder Elementary	12755 86 th Ave.	Seminole
Largo High School (PET Friendly)	410 Missouri Ave.	Largo
Belleair Elementary School	1156 Lakeview Road	Clearwater
McMullen Booth Elementary School	3025 Union St.	Clearwater
High Point Elementary School	5921 150 th Ave. N.	Clearwater
Clearwater Fundamental Middle School	1660 Palmetto St.	Clearwater
Skycrest Elementary School	10 N. Corona Ave	Clearwater
Ross Norton Recreation Center	1426 S. MLK Jr. Ave.	Clearwater
Pinellas Park High School	6305 118th Ave N.	Pinellas Park
Gulfport Elementary School	2014 52 nd St. S.	Gulfport
Boca Ciega High School	924 58 th St. S.	Gulfport
Dealman Intermediate Middle School	4900 28 th St. N.	St. Petersburg
John M. Sexton Elementary School	1997 54th Av N.	St. Petersburg
First Baptist Church	1900 Gandy Blvd	St. Petersburg
St. Petersburg High School	2501 5th Av N.	St. Petersburg
New Heights Elementary School	3901 37 th St. N.	St. Petersburg
Campbell Park Elementary	1051 7 th Ave. S.	St. Petersburg
Gibbs High School (PET Friendly)	850 34th Street S.	St. Petersburg
Fairmount Park Elementary School	575 41 st St. S.	St. Petersburg
Jamerson Elementary School	1200 37 th St. S.	St. Petersburg
James Sanderlin Elementary School	2350 22 nd Ave. S.	St. Petersburg
St. Pete College Midtown Campus	1300 22 nd St S.	St. Petersburg
Dunedin Elementary School	900 Union Street N.	Dunedin
Dunedin Community Center	1920 Pinehurst Rd.	Dunedin
Thurgood Marshall Middle School	3901 22 nd Ave S.	St. Petersburg
Tarpon Springs Middle School	501 N. Florida Ave.	Tarpon Springs
Carwise Middle School	3301 Bentley Dr.	Palm Harbor
Palm Harbor University High School	1900 Omaha St.	Palm Harbor
Palm Harbor MS Middle School	1800 Tampa Rd.	Palm Harbor
Safety Harbor Middle School	125 7th St N.	Safety Harbor
Brooker Creek Elementary School	3130 Forelock Rd.	East Lake
East Lake High School	1300 Silver Eagle Dr.	East Lake
Special Needs Hurricane Shelters – NO PETS		
Dunedin Highland Middle School	70 Patricia Ave.	Dunedin
John Hopkins Middle School	701 16th St S.	St. Petersburg
Oak Grove Middle School	1370 S. Belcher Rd.	Clearwater

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ZONE / TALKGROUP LIST

ZONE-A			ZONE-B			ZONE-C			ZONE-D			ZONE-E		
1	2-1	FIRE-DISP	5-1	MED-DR-A	3-1	F-LP-A	4-1	SS-A	1-2	PCW-1				
2	2-2	TAC-B	5-2	MED-DR-B	3-2	F-LP-B	4-2	SS-B	1-3	PCW-2				
3	2-3	TAC-C	5-3	MED-DR-C	3-3	F-LP-C	4-3	SS-C	1-10	FD-PD1				
4	2-4	TAC-D	5-4	MED-D	3-4	F-LP-D	4-4	SS-D	1-11	FD-PD2				
5	2-5	TAC-E	5-5	MED-E	3-5	F-LP-E	4-5	SS-E	1-4	EOC-A				
6	2-6	TAC-F	5-6	MED-F	3-6	F-LP-F	4-6	SS-F	1-5	EOC-B				
7	2-7	TAC-G	5-7	MED-G	3-7	F-LP-G	4-7	SS-G	1-8	EOC-C				
8	2-8	TAC-H	5-8	MED-H	3-8	F-LP-H	4-8	SS-H						
9	2-9	TAC-I	5-9	MED-I	3-9	F-LP-I								
10	2-10	BAYFLT	5-10	MED-J	3-10	F-LP-J								
11	2-11	ADMIN	5-11	MED-K	11-1	PTRL-1								
12			5-12	MED-L	11-2	PTRL-2								
13			5-13	MED-M	11-3	PTRL-3								
14														
15														
16	C01	FD-TA	C01	FD-TA	C01	FD-TA	C01	FD-TA	C01	FD-TA				

ZONE-F		ZONE-G		ZONE-H		ZONE-I		ZONE-J	
1	C03	FL-MA	23-1	TR1-FD1	24-1	TR2-FD4			
2	C04	SCALL-90	23-2	TR1-FD2	24-2	TR2-FD5			
3	C05	STAC-91	23-3	TR1-FD3	24-3	TR2-FD6			
4	C06	STAC-92	23-4	TR1-EMS1	24-4	TR2-EMS3			
5	C07	STAC-93	23-5	TR1-EMS2	24-5	TR2-EMS4			
6	C08	STAC-94	23-6	TR1-PD1	24-6	TR2-PD5			
7	C09	FL-MA2	23-7	TR1-PD2	24-7	TR2-PD6			
8	C10	MA-CALL	23-8	TR1-PD3	24-8	TR2-PD7			
9	C11	MA-TAC1	23-9	TR1-PD4	24-9	TR2-PD8			
10	C12	MA-TAC2							
11	C13	MA-TAC3							
12	C14	MA-TAC4							
13									
14									
15									
16	C01	FD-TA	C01	FD-TA	C01	FD-TA			

APPENDIX B

APPENDIX BA APPENDIX A

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CITY OF MADEIRA BEACH
and
SEMINOLE UNITED METHODIST CHURCH INC.
DISASTER AGREEMENT

This Agreement made and entered into this 11th day of June, 2013 by and between the City of Madeira Beach, Pinellas County, Florida, hereinafter referred to as "City" and Seminole United Methodist Church, Inc., hereinafter referred to as "Church", shall be binding on each party as described and agreed herein.

The Church, being the responsible owner of the land and building located at : 5400 Seminole Boulevard, Seminole, Florida, hereby grants to the City, at no cost, except as otherwise provided herein, the privilege to occupy and to use designated areas of its parking lots and building as indicated on the attached Exhibit A for the purpose of maintaining a secondary headquarters during disaster periods which make necessary the evacuation of its primary headquarters in Madeira Beach. The Church warrants that the Church has authority to grant such a privilege and is not restricted from doing so by any lease, agreement, contract, or internal corporate or administrative rules. Mobile equipment of the City and privately owned vehicles belonging to City employees may be parked in the lot of the Church during periods of emergency or disaster. The City shall be limited solely to the designated parking areas unless otherwise agreed by the City and Church in writing.

It is expressly understood and agreed that no part, parcel, building, structure, land or equipment is leased to the City. The City shall not be obligated to pay rent to the Church. The City's right to occupy and use the Church's land and building shall continue only so long as each and all of the undertakings, provisions, covenants, agreements, stipulations and conditions of this agreement are kept and performed in the sole judgment of the Church. Provided, however, that the Church may terminate the Agreement based on this paragraph only in accordance with the termination provisions provided in this Agreement.

The Church is solely responsible liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services. The City will be responsible, at its own expense, for installing any electrical upgrades necessary for its operations, and will secure the Church's approval before commencing any upgrades, which consent will not be unreasonably withheld.

The City will protect, indemnify and forever save and hold harmless the Church, the individual members thereof and their agents from and against any damage, penalty, fine, judgment, expense, or charged suffered, imposes, assessed or incurred as a result of occupancy and use of the Church's property by the City. The City will hold the Church harmless for any act or omission caused by it or any of its members. Notwithstanding the foregoing, the City will not be responsible for any gross negligence, intentional or willful conduct of the Church or any of its members.

This Agreement constitutes the entire agreement between the parties. Either party to this Agreement may petition the other in writing at any time for a change in the terms and conditions herein established. However, no changes in items or conditions, modifications, or amendments to this Agreement are binding unless agreed to by both parties in writing.

This Agreement shall remain in effect for five years from the date of execution hereof unless terminated

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by either party with 60 days written notice. This Agreement is binding upon and inures to the benefit of the successors and assigns of the parties. This Agreement shall be construed under the laws of the state of Florida, and venue for any actions arising out of this Agreement shall lie in Pinellas County, Florida.

IN WITNESS WHEREOF THE CHURCH HAS CAUSED THIS AGREEMENT TO BE ISSUED ON THE DATE AND YEAR WRITTEN ABOVE.

CITY OF MADEIRA BEACH

By:



SEMINOLE UNITED METHODIST CHURCH

By:

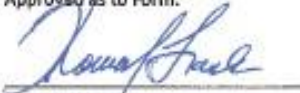


Attest:



City Clerk

Approved as to Form:



City Attorney

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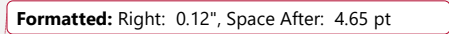
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~~APPENDIX C~~

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TSR # 550019

Revision Date	7/18/05
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APPENDIX B~~D~~

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APPENDIX ~~CE~~

Detailed Marina Emergency Operations Plan - Madeira Beach Municipal Marina

Madeira Beach Municipal Marina is both a dry storage and wet slip marina with 7 live-aboards. If a hurricane threatens the Pinellas coastline, Madeira Beach Municipal Marina will operate according to the following three- stage plan.

page 40 of ~~43~~40

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Level 1

1. Maintain normal operations. In the absence of the Marina Manager the Chain of Command will be in the following order: Marina Supervisor
2. Notify all Marina personnel of a Level 1 activation:
 - a. Cancel all leave based on severity
 - b. Place personnel on notice and obtain current contact information/numbers
 - c. All personnel should secure their personal belongings and provide for their family's safety, should the condition worsen.
3. Meet with the Finance Director for information report.
4. Post status report and information to boat owners of potential and current status.
5. Check emergency equipment.

Level 2

Level 2 will go into effect in the event a hurricane watch is issued by the national Hurricane Center. All employees will report to the Marina Supervisor as soon as possible. -The Marina Manager will:

1. Have the employees inform any customers that the Marina Manager is in charge of all operations at the marina including all boat movements. Boat owners are also to be informed that there is the possibility that an evacuation may be ordered.
2. Not allow any boats to be placed in the water from dry storage except for boat owners who wish to weather the storm at another location.
3. Direct the employees to remove any loose equipment that may be on the docks or on the uplands and store the equipment in the storage building.

Should wind velocity reach or exceed sustained 40 mph during the securing of the marina, the employees are to wear life vests when going onto the boat ramp, fixed docking or floating docks.

Also, any customers or live-aboards who are removing their boats by water from the marina are to wear life vests.

Level 3

Level 3 will go into effect when an evacuation of Madeira Beach is ordered or when a hurricane watch is upgraded to a hurricane warning. The Marina Manager and his employees will inform all owners, live-aboards, and customers that may be at the marina that they must begin evacuation. The Marina Supervisor will direct the employees to disconnect all fuel pumps from the fuel storage tanks and will have the water mains and the electric turned off. The Marina Supervisor will release

his employees in time for them to safely secure their homes and evacuate their families and will lock all valuables in the safe and secure the premises. The Public Works/ and Marina Manager shall determine a minimum fuel amount for the fuel tanks, recommended at 3,000 gallons prior to event.

Preparations Prior to Hurricane Season

Always make sure that your boat is in good repair.

1. Examine the structural condition of your vessel and repair as needed.
2. Check all through hull fittings, shafts, props, stuffing boxes etc. In the event of a storm, everything except the bilge outlets and the cockpit drains should be securely closed.
3. Make sure your vessel has proper grounding for lightning protection.
4. Disconnect antennas from electronics before the storm.
5. Make sure bilge pumps are in working order and batteries are properly charged.
6. Prepare a checklist of equipment needed to secure the vessel before the storm and store the equipment in a readily accessible location.
7. Purchase any supplies or equipment well in advance. Stock additional lengths of mooring lines, fenders, fender boards, chafing gear and anchors with chain. Limited supplies will run out quickly once a storm warning is announced.
8. Make an inventory sheet of things to be removed from your vessel.

Available Options

1. You may simply plan to better secure the vessel when a storm is threatening.
2. You may consider an alternate and “safer” dockage site.
3. You may relocate to a “hurricane anchorage” which is a more reasonable alternative for larger vessels.

Regardless of the chosen alternative, prepare a written plan for what you are going to do when a hurricane is threatening. Also have another person ready to follow up with your plan in case you are absent. Rehearse your plan with your family. Try to think through what you will need to adequately secure your boat for a hurricane and how much time to allow.

Choose Your Option

If you plan to secure your boat at the Madeira Beach Municipal Marina:

1. Make plans to double your dock lines before a storm.
2. The second set should be one size larger.
3. The dock lines should be nylon to allow for stretch. Chafing is the main cause of line failure. Make sure you install chafe protection, such as leather or old garden hose; anywhere a line might touch the boat, dock or another line.
4. Place fenders at appropriate locations.
5. Strip the boat decks of all sails, including roller furling jibs.
6. Remove any booms, moveable deck equipment, bimini tops, ventilators, anchors, and any other loose gear. Reduce wind age on your boat to reduce the strain on your lines and the docking system.
7. Secure all hatches and tape shut.
8. Turn off all electricity (except for the bilge pumps) and disconnect power cables and hoses from the dock. Safely stow hoses and cables.
9. Shut off the power to your dock and boat lift

If you plan to move to a safer dock site, make sure:

1. You have extra dock lines, chafing gear and fenders, and take all precautions noted above.
2. You allow ample time to get to the dock and to evacuate the area. Remember you may be fighting wind and rain.

If you plan to move to a hurricane anchorage:

1. Select possible sites well in advance (before hurricane season) and make a trial run to your site.
2. Verify water depth, size of anchor, chain and anchor scope required. Sufficient anchor chain and line for at least six times the normal (7:1) scope should be carried laying out the anchors. At least two anchors of the proper size for the vessel should be used.
3. Verify time required to get to the site.
4. Determine how to get off the boat and get to a car.

Things to remember:

1. The marina staff will be busy taking care of the marina property in the event of a storm. They will not have time to secure your boat.

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2. The boat owner will be responsible for any damage caused by his boat if it should break loose. Make sure that it is properly secured.
3. If the presence of any boat in the marina should present a hazard to any other boat or marina equipment, the Marina Manager will notify the owner that the boat must leave the marina and if the owner is not available or fails to comply, the marina may take any action necessary without liability to the marina or its representatives.
4. No one will be allowed to remain on his or her boat during a hurricane.
5. Lifejackets must be worn when walking on the docks when the wind velocities are in excess of 40 mph.
6. Extreme caution should be exercised in all outdoor activities. In the event of an injury, outside help may not be immediately available.
7. Any request for assistance must be made to the Marina Manager.
8. The marina staff will be released at least 12 hours before the storm's estimated time of arrival to secure their homes and families. Everyone must evacuate the marina at the order of the Marina Manager.

For your protection, we recommend stocking last year's cooler with emergency provisions and placing it in a readily accessible location. Consider purchasing a cigarette lighter plug and emergency antenna for your VHF marine radio. This will give you weather bulletins and telephone capability. Do not forget a broadcast radio, flashlight, fire extinguisher, water and water purification tablets, food and utensils, medical supplies and sanitary facilities.

Again, careful planning, preparation and rehearsal will go a long way toward preventing damage or injury because of a hurricane, and the exercise will come in handy the next time you ride out a tropical storm.

AAPPENDIX DE

Master List of City Vehicles

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- Department - Make and Model	- Vin/ID/Serial	- Title No.	- City No.	- Tag No.	- Employee
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1050 BUILDING/ ZONING & CODE ENFORCEMENT					
2018 FORD Fusion	3FA6P0G7XJR177946	130180339	99	XE9779	Holden
2015 FORD F150 4X2 Pickup	1FTEW1CG8FFA90197	118345896	100	CYXD8806	Frank
-	-	-	-	-	-
3000 / 3100 - PUBLIC WORKS ADMINISTRATION					
1990 Trailer/#4 Gen. MGS	16MG10915LD017115	61258141	4	CY104032	-
1987 John Deere/ 016608-JD410LDER	L02355F608088	6891	43	NO TAG	Forklift
1999 Trailer/#3 Mod T2218 Quickload Cust. Built	42022202971T09687	-	3	CY137249	-
2001 Trailer/#8 Bob Cat	NO VIN	200162543	8	CY137250	-
2010 John Deere Tractor 5085M	LV5085M260403	-	9	NO TAG	Beach Tractor
2004 FORD F550 4X4 Bucket Truck	1FDAF57PX4EB72138	89892907	19	CY22635	Bucket Truck
2009 FORD Truck F350 Pickup 4X4 Dump Truck	1FDWF37549EA47457	102279586	40	CYXB8270	Dump Truck
2001 Bobcat Skid-Steer Loader, Model 553F	516313133	-	56	NO TAG	-
2016 John Deere 825IS4 GATOR XUV	1M0825GFCGM111224	-	109	NO TAG	-
2018 Caterpillar 416F backhoe	0HWB01739	-	44	NO TAG	Backhoe

4000 - FIRE					
2004 Pierce/Pumper (Red/White)	4P1CT02A34A003993	92280618	E-25	CY224798	-
1999 SPTN/Fire Apparatus Pumper	4S7CT8194XC031727	82762964	P-25	CY137237	-
2014 Polaris Off Highway Vehicle	4XARH76A9EE237676	114641864	BRV1	XD5408	-
2014 FORD Utility Truck	1FM5K8B81EGC49838	115459971	C-25	CVR-XD5408	-
2015 YAMAHA VS	YAMA4166B515	118529368	WC1	-	-
2015 YAMAHA VS	YAMA4200B515	118529510	WC2	-	-
2012 KARA	1M5BA1318C1E71880	596000366	WC1	CYXD5887	-
2012 KARA	1M5BA1311CAE71879	596000366	WC2	CYXD5888	-
Rosenbauer Aerial Truck	54F2CC619HWM11703	127937664	T25	XF2890	LADDER Truck
2017 FORD Utility Truck (MB400)	1FM5K8D89HGE25522	129523840	I25	XF2896	-

4900 - PARKS					
2019 Chevy 1500	3GCNWAHEH6KG163050		36	-	Deb
1991 Trailer/5#5 Husk (Green)	NO VIN	82203601	T-5	CT104043	-
2015 Barber Surf Rake/600hd	NO VIN	61494	108	NO TAG	-

2018 CHEVY 1500 4X4	1GCVKNEH1JZ126263	128810319	112	XF2894	Russ
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5000--RECREATION	-	-	-	-	-
2019 CHEVY Truck	2GCVKNEC2K1171288	-	20	CLG9618	-
2017 F-E350 Minibus	1FDFE4FS4HDC07549	126515835	50	XF5172	-
2010 BLUB (Bluebird) BUS Hp 43 6cyle	1BAKGCFA8AF271515	103744954	55	CY-XC1448	-
2019 Van	1FBZX2CMXKKA19938	-	97	XH2880	-

6000--PARKING ENFORCEMENT	-	-	-	-	-
2019	3GNAXHEV8KS612047	135099852	96	CY-XG8410	Enterprise lease

7000--PUBLIC WORKS / SANITATION	-	-	-	-	-
2019 F250	Enterprise-lease	92452186	3	CY224802	3YD-Easy Dump
2019 CHEVY Truck	2GCVKNEC8K1172390	135099639	5	CY-XG8409	-
2013 RUSH PETERBILT TRUCK	2NP3JM8X7EM212741	111730189	48	CY-XD0738	Claw Truck
2019 CHEVY Truck	2GCVKNEC8K1171148	-	24	CY-CKR0229	Stump
2012 PTRB Garbage Truck	2NP3LNOX2CM141070	106458415	26	CY-XB0705	Garbage Truck
2016 PTRB Truck	2NP3LJ0X5GM325465	118606204	33	CY-XE3518	Garbage Truck
2017 PTRB Truck	3BPZL70X1HF173267	126563688	37	-	Garbage Truck
2019 F250 Truck	Enterprise-lease	-	68	-	3YD-Easy Dump
2019 Kenworth Packer	-	-	29	-	-

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9200--PUBLIC WORKS STORMWATER UTILITY	-	-	-	-	-
2011 FORD F350 4X2	1FDRF3G64BEC11835	105997138	70	XC4690	Kenny-Z
2018 ELGIN Street Sweeper Whirlwind	1FVACXFC9KHKE3560	131925389	77	XG2503	Sweeper
2016 CHEVY Truck	1GC2KUEG1GZ321499	123862360	110	XE1038	-
2016 CHEVY Truck	1GC2KUEG5GZ319481	123862211	111	XE1037	Kenny-D

9300--MARINA	-	-	-	-	-
2015 DODGE RAM 4X4-DJ7L92	3C6UR5HL9FG577902	117734450	107	XD8803	Marina

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Department Make and Model	Vin/ID/Serial	Title No.	City No.	Tag No.	Employee
Updated 4/07/2025					
125-5240 BUILDING/ ZONING & CODE ENFORCEMENT					
2022 Ford Mustang Mach-E	3FMTK1RM1NMA32071	147430697	99	CJ7594	
2023 Ford Mustang Mach-E	3FMTK1R48PMA74255	152378975	101	XK8050	
2008 21Ft. Carolina Skiff	EKH1J139F809	100967554	102	No Tag	-
2008 Loadmaster Boat Trailer	4YPAB20168T047871		T-102	XK0940	-
2015 FORD F150 4X2 Pickup	1FTEW1CG8FFA90197	118345896	103	XD8806	BLDG. DEPT.
2023 FORD F015 Lightning Truck Electric	1FT6W1EV4PWG34289	153090334	104	XL0237	
110-9910 ARCHIBALD					
2016 John Deere 825IS4 GATOR XUV - Off Road	1M0825GFCGM111224		109	No Tag	
2018 CHEVY SILVERADO 1500 4X4	1GCVKNEH1JZ126263	128810319	112	XF2894	McKinnish
2019 Chevy 1500 - 4X2 reg. cab	3GCNWAEH6KG163050	135337843	36	XG8394	Kromrey
2022 Barber Surf Rake/600hd - Off Road	NO VIN	61882	108	No Tag	
2022 Scag V Ride II 52" deck, 37HP lawn mower - Off Road	SVRII52V-37BVEFI	S4400265	30	No Tag	
2023 6X16 Trailer -Open damaged in hurricane	1XNBU1621P1136287	70820	T-15	XJ5818	Open Trailer
2023 7x12 Enclosed Trailer for the Scag Mower	50ZBE1222PP040459	43779	T-30	XJ6056	
2023 7X14 Enclosed Trailer- Diamond Crown 7000LBS	53NBE1421P1103173	103173	T-16	XK1425	Enclosed Trailer
2023 Ford F-150	1FTEX1CB9PKF72249	153525817	31	XL0641	Johnson
2023 O'Dell Dump Trailer - Down to Earth 14000lbs	1XNBD1424P3097668	97668	T-14	XJ5817	Dump Trailer
Mobile Bathroom Trailer 8x20	2C9C1202XRS325055		T-BR		
3000 / 3100 - PUBLIC WORKS ADMINISTRATION					
1990 Trailer/#4 Gen. MGSI- damaged in hurricane	16MG10915LD017115	61258141	T-4	CY 104032	

1987 John Deere/ 016608-JD410LDER - damaged in hurricane	L02355F608088	6891	43	No Tag	Forklift
2009 FORD Truck F350 Pickup 4X4 Dump Truck	1FDWF37549EA47457	102279586	40	CY XB8270	Johnson
2014 Polaris Off-Highway Vehicle - Off Road	4XARH76A9EE237676	114641864	106	XD5408	
2018 Caterpillar 416F backhoe - Off Road	0HWB01739		44	No tag	Johnson
2021 ASV Skid Steer - Off Road	ASVRT025CND501503		56	NO TAG	
2021 Kubota M6-091HDC-1 Tractor - Off Road	KBUM4DDCAK8F55730	55730	9	NO TAG	Schimmer
2022 K&K Systems Digital Message Board Trailer	1K9BM8010NT244345		T-11	XI1223	
2022 K&K Systems Digital Message Board Trailer	1K9BM8014NT244347		T-13	XK0931	
2023 Chevrolet Silverado 5500 Reg. Cab 2WD	1HTKHPVK1PH624540	154138671	New 19	XL0684	Johnson
2023 Diamond Cargo 5X8 enclosed trailer	53NBE081P1105106		T-17	XL0311	Thermoplastic trailer
4000 - FIRE					
1998 LMTV High Water Military Vehicle Agreement	AT008722BDCG	145227905	B-25	CS32918	Brush/Highwater
2017 Ford Utility Truck	1FM5K8D89HGE25522	129523840	U-25	XF2896	FD
2017 Rosenbauer Aerial Truck	54F2CC619HWM11703	127937661	T-25 (1)	XF2890	Ladder Truck
2022 Rosenbauer Aerial Truck	54F2FCCL0MWM13105	148572467	T-25 (2)	XI1224	Ladder Truck
2022 Toyota Tacoma	3TMCZ5ZN8NM464880	148158820	MB400	XI1225	Fire Marshal
2022 Zodiac Defender Pro 650DP - Off Road	XCDF65AHJ122	144655949	Marine 25	FL4628TC	Rescue Boat
2022 Zodiac Defender Pro 650DP Boat Trailer	47GBD2118MB005020	Marine 25	M-25 Trailer	XJ1580	Trailer for Rescue Boat
2023 Chevrolet Silverado 4WD Crew Cab Pickup	3GCUDAED1PG272456	153403553	MEDIC-25	XK9733	Quick Response Vehicle
POLARIS / ATV	4XAT6E991P8039614	151125987	SR-25	NO TAG	Special Rescue
2025 Dodge Durango	1C4SDJFT0SC508135	2046945457	MB100	XL1959	Fire Chief
2025 Dodge Durango	1C4SDJFT2SC508136	2046955119	MB200	XL1960	Deputy Fire Chief
5000 - RECREATION					
2010 BLUB (Bluebird) BUS Hp 43 6cyls	1BAKGCPA8AF271515	103744954	55	XC1448	Barkat

2011 HP Kohler Command Lawn Mower - damaged by hurricane					damaged by hurricane
2012 3-wheel Hydro Bunker Sand Rake	1TC1200HHCT050074		57	NO TAG	
2016 TX Gator - Off Road	1M0TURFJEGM111250		51	NO TAG	no fuel card
2019 Chevy 1500 LD Truck 4X4	2GCVKNEC2K1171288	135150869	20	XH2871	
2019 Ford Van - Transit Pass 350 Cargo XL	1FBZX2CMXKKA19938	135415130	97	XH2880	Shaw
2019 John Deere TX Gator - Off Road	1M04X2XDAKM142322		95	NO TAG	was marina
2020 TX Gator - Off Road	1M04X2XDJMM160530		54	NO TAG	Mecko
2023 Bluebird Vision Bus	1BAKGCSA3PF391142	147156136	52	XJ4883	Barkat
2023 Scag Tiger Cat Mower - Off Road	STC1152V-28VEFI		53	NO TAG	no fuel card
2023 Starcraft Allstar XL - ADA Bus	5WEEZC8M1PH269590	154724811	58	XL3599	Michalski
2024 Advantage Diamond Cargo Trailer 7x14	53NBE1420R1105855	1908960197	T-2	XK9731	in rec department
2025 Ford F250 4x4 Crew Cab	1FT7W2BA8SEC35556	158260375	59	XL7937	
2025 Sure-Trac Utility Trailer	5JW1U1423S1452249	2107788093	T-20	XK8822	
6000 - PARKING ENFORCEMENT					
2024 Ford Maverick 4X2 Crew Cab Pickup	3FTTW8B92RRB66054	156892427	92	XL7625	new parking truck
2023 Kubota RTV (rough terrain vehicle) - damaged in hurricane	A5KC2GDBHPG084628		94	NO TAG	still usable
2024 Ford Maverick 4X2 Crew Cab Pickup	3FTTWBA94RRA89527	155170623	93	XL5538	new parking truck
7000 - PUBLIC WORKS / SANITATION					
2014 RUSH PETERBILT CLAW TRUCK	2NP3JM8X7EM212741	111730189	18	CY XD0738	Pierucci
2019 CHEVY 1500 LD Truck - 4X4	2GCVKNEC9K1172390	135099639	5	CY XG8409	A.Miller
2019 CHEVY 1500 LD Truck - 4X4	2GCVKNEC8K1171148	135150775	24	CY CKP0229	Pierucci
2019 F250 Truck 3YD Easy Dump	1FTBF2B62KEF19917	92452186	3	CY224802	Plympton
2019 F250 Truck 3YD Easy Dump	1FTBF2B62KEF19918	135984748	68	XH5868	3YD Easy Dump
2020 Kenworth Packer	1NKZLJ0X5LJ430170	139098421	26	XH4387	Doss
2020 Kenworth T880 Packer	1NKZLJ0X9LJ7410505	1121213244	29	XH4377	T880 Garbage Truck
2021 Broyhill Load & Pack -Off Road & Equipment	BMC-LPTD3.6-2101220-5.13		21	NO TAG	Pierucci
2023 Sparking Bins Tandem Trailer	1M9BT1224PM642032	1933824359	T-18	XL0682	listed under Parking fund

2024 Battle Motor ASL Garbage Truck LEASED from RDK	ICYAADAC6R1002245		New 33	DD32AB	garbage Truck
2024 Battle Motor ASL Garbage Truck	ICYABDACXR1002228	154870706	New 23	XL1810	Garbage Truck
9200 - PUBLIC WORKS STORMWATER UTILITY					
2016 CHEVY Truck	1GC2KUEG1GZ321499	123862360	110	XE1038	Wepfer
2016 CHEVY Truck	1GC2KUEG5GZ319481	8783	111	XE1037	Schimmer
2021 Ford F-250 Truck	1FTBF2A69MED54324	146955593	70	XC4690	Johnson
2021 US Jetting Trailer	1U9FS1626MA044679	148387733	T-10	XJ6050	High Pressure Jetting Unit
2024 Briggs Mini Excavator	JCB8EBA7PP3354125		71		
9300 - MARINA					
2015 DODGE RAM 4X4 DJ7L92	3C6UR5HL9FG577902	117734450	107	XD8803	Marina
1981 WAYM Enclosed Trailer	71509	1908963209	T-107	XK9732	Marina