

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Safety/Risk Management/ Disaster Preparedness	CODE NUMBER: AC 7-7
TITLE: Emergency Preparedness Plan Criteria for marinas, multi-slip docking facilities, and certain residential developments,	ADOPTED: 2/10/98
	AMENDED:
	ORIGINATING DEPARTMENT: Public Safety

PURPOSE/SCOPE:

This code establishes criteria for developing emergency preparedness plans required by Lee County Land Development Code Section IO-154 (22)(b) for the following specified developments: residential developments of fifty (50) or more but less than one-hundred (100) units, and one-hundred (100) or more units; marinas; and multi-slip docking facilities. Guidelines of the criteria set forth for each of the specified developments in this administrative code are provided as attachments. Copies of these Guidelines are available from Lee County Emergency Management.

POLICY/PROCEDURE:

A. INTRODUCTION/BACKGROUND

All proposed emergency preparedness plans are to be submitted to Lee County Emergency Management for review and approval by the director of the division of emergency management. Requests for technical assistance, emergency preparedness publications, or any questions concerning the criteria for such plans may be addressed to Lee County Emergency Management.

1. In addition to the criteria set forth below, each emergency preparedness plan submitted for review under this administrative code must provide basic information concerning the residential community, marina or multi-slip docking facility, including, but not limited to:
 - a. the name, address, telephone number, emergency contact telephone number and fax number of the responsible person or entity for the development, as applicable,
 - b. the name, address and telephone number of the developer/owner of the residential community, marina or multi-slip docking facility, and detail the number and type of units/docks, etc. within the development,
 - c. identifying 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, and
 - d. establishing the frequency with which the emergency preparedness plan information will be updated, including how often the affected residents, tenants, or users will be informed of relevant information, including hurricane evacuation and shelter information, where applicable.

2. The introduction to each proposed emergency preparedness plan must include its purpose,

time frame for implementation, and the desired outcome to be achieved through the planning process.

B. EMERGENCY PREPAREDNESS PLAN CRITERIA FOR RESIDENTIAL DEVELOPMENTS OF FIFTY (50) OR MORE BUT LESS THAN ONE-HUNDRED (100) UNITS.

1. The primary purpose of emergency preparedness plans for this type of residential development is to increase the residents' awareness of local hurricane evacuation and shelter information.
2. To accomplish this purpose, each emergency preparedness plan for a residential development must also address the following items:
 - a. hurricane preparedness & protective actions,
 - b. emergency public shelter locations,
 - c. evacuation routes,
 - d. residential re-entry procedures, if applicable, and
 - e. how residents in the development will be informed of local hurricane evacuation and shelter information (e.g., newsletter; preparedness brochures available in a central location, such as the clubhouse or at a gatehouse, or delivered to each unit; the hosting of a hurricane preparedness seminar, etc.).

C. ADDITIONAL CRITERIA FOR EMERGENCY PREPAREDNESS PLANS FOR RESIDENTIAL DEVELOPMENTS OF ONE-HUNDRED (100) OR MORE UNITS.

The following criteria must be met for this type of residential development in addition to the emergency preparedness plan criteria for residential developments of less than 100 units:

1. **HAZARD ANALYSIS** - each emergency preparedness plan must:
 - a. describe the hazards that the development is vulnerable to, including: hurricanes, tornadoes, flooding, fires, and hazardous material incidents from fixed facilities or transportation accidents, etc.,
 - b. provide site specific information concerning the development to include: an area location map; street or site map; number of residential units; estimated population of the residential community year-round; and estimated maximum population of the residential community, including seasonal residents,
 - c. identify the potential storm surge category from a land falling and exiting tropical storm or hurricane occurrence (as identified by the current National Weather Service storm surge model available from Lee County Emergency Management),
 - d. identify the finished floor elevation (ffe) of the community clubhouse or office, if applicable,
 - e. identify which flood zone(s) the development is located in, as designated on the FEMA Flood Insurance Rate Map, if applicable, and

- f. identify the location of possible hazardous material incidents by stating the proximity of the development to nearby railroad or major transportation routes. To determine if the development is located in a vulnerability zone of an Extremely Hazardous Substance, contact Lee County Emergency Management.
2. CONCEPT OF OPERATIONS - each plan should define the policies, procedures, responsibilities and actions that the responsible entity of the residential community (i.e., homeowners' association, residents' association or a property management company) will take before, during and after an emergency, by specifically addressing the following:
 - a. Management Structure - identify by name or position title, who is responsible for developing, implementing, and updating the residential emergency preparedness plan; state with what frequency the plan will be updated or revised; identify the procedures to activate the emergency preparedness plan; identify the procedures the residential community will take to prepare for, and protect, their common property (e.g., clubhouse, patio furniture, pools, spas, computer files, important records, etc.).
 - b. Residential Preparedness Programs -this section is optional-establish how people in the community can help one another during an emergency by: identifying plans and procedures to shelter residents (e.g., use of the clubhouse), if applicable; identifying volunteers to assist residents in protecting their property (e.g., providing help in putting up shutters, bringing loose objects in from the outdoors, etc.), and to assist residents in evacuation (e.g., providing transport to a proper shelter or other destination during an impending hurricane).
3. INFORMATION, TRAINING AND EXERCISE-identify and establish procedures for increasing the residents' and employees' awareness of possible emergencies, as follows:
 - a. For Community Residents - identify how and when residents in the community will be informed of emergency information.
 - b. For Community Employees if applicable - identify the community employees who will be instructed on performing established emergency activities and how they will be notified; and identify a schedule for exercising pertinent portions of the emergency preparedness plan.
4. APPENDICES- attach a list of:
 - a. "Community Residents for Emergency Contact" listing, the names and addresses, telephone numbers, including seasonal contact numbers (if applicable) of all residents;
 - b. "Community Employees and Companies" listing their emergency preparedness related activities, if applicable, and the names, addresses, telephone numbers and pager numbers of, all residential community employees. For utility providers, insurance companies and service vendors of the residential community's common property, list their names, addresses, telephone numbers and emergency contact persons and their telephone numbers; and
 - c. "Emergency Phone Numbers" listing the names and telephone numbers of emergency service providers (e.g., the sheriff, fire district, emergency management, health department, Red Cross, etc.), as applicable.

D. EMERGENCY PREPAREDNESS PLAN CRITERIA FOR A MARINA OR MULTI-SLIP DOCKING FACILITY

- I. INTRODUCTION - In addition to the criteria for emergency preparedness plans set forth under "C. 1. Hazard Analysis," above, these types of development are required to:
 - a. provide site specific information concerning the facility to include: a facility site map; the size and number of docking slips; the estimated population of the facility year-round, if applicable; estimated maximum population of the facility, including seasonal residents, if applicable; and
 - b. identify the finished floor elevation (ffe) of the marina or docking office, if applicable.
2. CONCEPT OF OPERATIONS - define 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, as follows:
 - a. Management Structure - identify by name or position title, who is responsible for developing, implementing, and updating the facility emergency preparedness plan; state with what frequency the plan will be updated or revised; identify the procedures to activate the emergency preparedness plan.
 - b. Tropical Storm/Hurricane Preparedness - 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.); identify procedures the Marina or Multi-Slip Docking Facility will take to prepare for the protection of their tenants property; 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 Soil Contingency - identify or attach procedures the Marina or Multi-Slip Docking Facility will take to contain and clean-up spilled fuel and/or oil; identify the name, address, telephone number and emergency contact telephone number of the clean-up or response contractor, if applicable; identify or attach procedures the Marina or Multi-Slip Docking Facility will take to report a fuel or oil spill to the appropriate officials.
3. INFORMATION, TRAINING AND EXERCISE - identify the procedures for increasing the Tenants' and Employees' awareness of the emergency preparedness plan for the facility, as follows:
 - a. For Tenants of the Marina or the Multi-Slip Docking Facility (if applicable) - identify how tenants of the Marina or Multi-Slip Docking Facility will be informed of 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.); state how often the tenants will be informed on emergency information and the emergency preparedness plan.
 - b. For Employees of the Marina or Multi-Slip Docking Facility (if applicable) - identify what employees will be instructed on in performing emergency activities; and identify a schedule for exercising all or portions of the Emergency Plan.

4. APPENDICES - attach a list of:
 - a. "Marina or Multi-Slip Facility Tenants for Emergency Contact" listing the names and addresses, telephone numbers, including seasonal contact numbers (if applicable) of all tenants;
 - b. "Facility Employees and Companies" listing their emergency preparedness related activities, if applicable, and the names, addresses, telephone numbers and pager numbers of all facility employees. For utility providers, insurance companies and service vendors of the facility, list their names, addresses, telephone numbers and emergency contact persons and their telephone numbers; and
 - c. "Emergency Phone Numbers" listing the names and telephone numbers of emergency service providers (e.g., the sheriff, fire district, Marine Patrol, Coast Guard, State Department of Environmental Protection, emergency management, health department, etc.), as applicable.

**Guidelines for
Emergency Preparedness Plan Criteria
for Residential Developments of
Fifty (50) or more, but less than One-hundred (100) units.**

The following minimum criteria are to be met when developing an emergency preparedness plan for residential developments of fifty (50) or more, but less than one-hundred (100) units. 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 @ (941) 477-3600 for technical assistance and emergency preparedness publications.**

I. INTRODUCTION

_____ A. Provide basic information concerning the residential community to include:

- _____ 1. Name of the residential community, address, telephone number, emergency contact telephone number, and fax number, for responsible person or entity, as applicable.
- _____ 2. The developer/owner of the residential community; address and telephone, if applicable.
- _____ 3. The number and type of units in the residential community.

_____ B. Identify by name or position title, who is responsible for the implementation of the emergency preparedness plan; include a statement detailing when the plan is to be updated.

_____ C. Establish the frequency with which the emergency preparedness plan information will be updated, including how often the affected residents or users will be informed of relevant information, including hurricane evacuation and shelter information, where applicable.

II. HURRICANE EVACUATION AND SHELTER INFORMATION

This section identifies the procedures for increasing the residents' awareness of local hurricane evacuation and shelter information.

_____ A. The residential hurricane evacuation and shelter information of the plan must address the following items:

- _____ 1. Hurricane Preparedness & Protective Actions.
- _____ 2. Emergency Public Shelter Locations.
- _____ 3. Evacuation Routes.

_____ 4 . Residential Re-Entry Procedures, if applicable.

_____ B. Describe how residents in the community will be informed of hurricane evacuation and shelter information (e.g., newsletter; preparedness brochures available in a central location, such as the clubhouse or at a gatehouse or delivered to each unit; the hosting of a hurricane preparedness seminar, etc.).

Guidelines for Emergency Preparedness Plan Criteria for Residential Developments of One Hundred (100) Units or more

The following minimum criteria are to be met when developing an emergency preparedness plan for residential developments of one-hundred (100) units or more. These criteria are used as guidelines for approval by Lee County Emergency Management, and implement the emergency preparedness plan requirements of Section 1 O-1 54 (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 residential 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 @ (941) 477-3600 for technical assistance and emergency preparedness publications.**

I. INTRODUCTION

- _____ **A.** Provide basic information concerning the residential community to include:
- _____ 1. Name of the residential community, address, telephone number, emergency contact telephone number, and fax number, for responsible person or entity, as applicable.
 - _____ 2. The developer/owner of the residential community, address and telephone, if applicable.
 - _____ 3. The number and type of units in the residential community.
- _____ **B.** Identify by name or position title, who is responsible for the implementation of the emergency preparedness plan; include a statement detailing when the plan is to be updated.
- _____ **C.** Establish the frequency with which the emergency preparedness plan information will be updated, including how often the affected residents or users will be informed of relevant information, including hurricane evacuation and shelter information, where applicable.

II. HAZARD ANALYSIS

- _____ **A.** This section of the plan should describe the hazards that the residential community is vulnerable to, such as hurricanes, tornadoes, flooding, fires, and hazardous material incidents from fixed facilities or transportation accidents.
- _____ **B.** Provide site specific information concerning the residential community to include:
- _____ 1. An area location map.
 - _____ 2. Street or-site map.

- __ 3 . Number of residential units.
- ___ 4. Estimated population of the residential community year-round.
- __ 5. Estimated maximum population of the residential community, including seasonal residents,
- __ 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 community clubhouse or office, if applicable.
- ___ 8. Identification of which flood zone the residential community is in, as designated on the FEMA Flood insurance Rate Map, if applicable.
- ___ 9. Proximity of the residential community to a railroad or major transportation artery (to identify possible hazardous material incidents). *Contact Lee County Emergency Management to determine if site is located in a vulnerability zone of an Extremely Hazardous Substance.*

III. CONCEPT OF OPERATIONS

This section of the plan should define the policies, procedures, responsibilities and actions that the residential community (i.e., homeowners' association, residents' association or a property management company) will take before, during and after an emergency.

___ A. Management Structure

- ___ 1. 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.
- __ 2. Identify the procedures that will activate the Residential Emergency Preparedness Plan.
- ___ 3. Identify the procedures the residential community will take to prepare for the protection of their common property (e.g., clubhouse, patio furniture, pools, spas, computer files, important records, etc.).

B. Residential Preparedness Programs - This section is optional.

Identify ways people in the community can pre-plan to help one another during an emergency.

- ___ 1. Identify plans and procedures to shelter residents (e.g., use of the clubhouse), if applicable.
- ___ 2. Identify volunteers to assist residents in the protection of their property (e.g., providing help in putting up shutters, bringing loose objects from the outdoors, etc.).
- ___ 3. Identify volunteers to assist residents in evacuation (e.g., providing transport to a shelter or other destination during an impending hurricane).

IV. INFORMATION, TRAINING AND EXERCISE

This section should identify the procedures for increasing the residents' and employees' awareness of possible emergencies.

___ A. For Community Residents:

- ___ 1. Identify how residents in the community will be informed on emergency information and the Residential Emergency Preparedness Plan (e.g., newsletter, preparedness brochures available in a central location, such as the clubhouse or at a gatehouse or delivered to each unit, the hosting of a hurricane or emergency preparedness seminar, etc.).
- ___ 2. State how often the residents will be informed on emergency information and the Residential Emergency Preparedness Plan.

___ B. For Community Employees (if Applicable):

- ___ 1. Identify what community employees will be instructed on in performing emergency activities.
- ___ 2. Identify a schedule for exercising all or portions of the Residential Emergency Preparedness Plan.

V. APPENDICES

___ A. A roster of Community Residents for Emergency Contact.

- ___ 1. List the names and addresses, telephone numbers, including seasonal contact numbers of all residents, if applicable.

___ B. A roster of Community Employees and Companies with emergency preparedness related activities, if applicable.

- ___ 1. List the names, addresses, telephone numbers and pager numbers of all residential community employees.
- ___ 2. List the names, addresses, telephone numbers and emergency contact numbers of utility providers, insurance companies and service vendors of the residential community common property.
- ___ 3. List the names and telephone numbers of other important telephone numbers (e.g., the sheriff, fire district, emergency management, health department, Red Cross, etc.), as applicable.

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 10-154 (22) (b) of the Lee County Land Development Code.

This form must be attached to your proposed 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.

An Emergency 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 @ (941) 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 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 Soil 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 the 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 Employees 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 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. A 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.