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:** 2/1 0/98
	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, manna 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 resideniiai community, marina or muiti-siip 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. EMERGENGY 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 PREPAREDNESSPLANS 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, tires, 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

____ 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 es a cross-reference to vour vlan. bv listina the vaae number and varaaravh where the criteria are located in vour vlan 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 reievant 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). *Confacf 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 fake before, during and after an emergency.

____ A. Manaaement 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 Preoaredness Proarams - 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 Communitv 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 Communitv 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. Manaaement 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 Spill Contingency:

_____ 1. Identify or attach procedures the Manna or Multi-Slip Docking Facility wiii iake io 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 Manna or the Multi-Slio 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 Emolovees 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.