

Policy 2005

Policy Number: 2005 Hurricane Plan – Fall 2025

Purpose

In case of a hurricane or tropical storm in Clearwater, the Marine and Aviation Department will use this checklist. From May 15, 2025, to November 30, 2025, Hurricane Condition 5 will be implemented.

Guidelines

The Marine and Aviation Department will have primary responsibility for the services and operations of Clearwater Beach Marina, Clearwater Harbor Marina, Clearwater Marine Aquarium Boat Slips, Public Docks behind Island Way Grill, Sand Pearl and Recreational Docks, Airpark, and Seminole Boat Ramp before, during, and after events.

Procedures

Responsibilities: Areas of Authority

The following areas of authority will be observed by department personnel during emergency operations, i.e., after the Emergency Operations Center (EOC) is activated. EOC operations and levels of operations will correspond to hurricane conditions set by the City of Clearwater EOC.

Coast Guard

The United States Coast Guard will secure its Ground Service Equipment at the Airpark in agreement with FlyUSA.

Director

The Director is responsible for departmental services within the city. By the Director's authority, this plan is implemented, conditions requiring the department's response are identified, and resource deployment is justified. The Director reports directly to the City Manager or their designee and coordinates with them as necessary. The Director will report to the EOC or as directed by the City Manager or designee and can reassign department operations.

Marine and Aviation Division Manager

The Division Manager facilitates operational objectives set forth by the EOC or the Director. Responsibilities include maintaining current information on personnel, equipment, division operations, weather conditions provided by Emergency Management and Pinellas County, and resource deployments. Specific duties may include:

1. Providing operational span of control over each division's assignments.
2. Check all emergency Marina and Aviation equipment.

3. Securing infrastructure.
4. Testing emergency generators and moving the barge via trailer to the Airpark.
5. Delivering the department's Harbormaster Boat and work boat with trailers to the Airpark.
6. Providing video and photographic documentation of the status of the marinas prior to the hurricane.
7. Recalling essential personnel as required and being the point of contact for all department personnel.
8. Report to the EOC when directed.
9. Creating a folder for the named storm in SharePoint.
10. Securing all public funds and giving them to the Senior Accountant.
11. Having operational span of control over Securities Aides, Downtown Marina, Fuel Dock personnel (MFO's), Assistant Operations Managers, Custodians, and Tradesworkers.

The Division Manager or their delegate will coordinate with the Fixed Base Operator (FBO) regarding impending weather and assist as needed at the Airpark to ensure loose gear is secured. They will also document the status of the Airpark prior to the storm and assist other department divisions as necessary.

Department Controller

The Department Controller secures funds from all revenue-generating areas of operations and safeguards public funds. Duties include securing and preparing the marina office, sending automated weather alerts to marina tenants via email, ensuring emails are sent to all boat slip tenants at various marinas, asking tenants to check on their boats to ensure they are secure, and updating tenant phone numbers.

The Department Controller has operational span of control over the Billing Specialist, Senior Staff Assistant, and Administrative Assistant. They are considered non-essential personnel during emergency operations.

Marine Department Personnel

All personnel not required at the EOC or recalled to the marinas will remain at their place of residence or evacuation point and update periodically with the Division Manager via telephone at (727)224-7101. Personnel will comply with City Policy 3101.1.

Check List for Hurricane Conditions

Prior to Hurricane Season:

- Review the Department's Hurricane Plan and requirements with department personnel.
- Verify tenant files, phone numbers, email addresses, and contact information.
- Review each tenant's Hurricane Plan in the dock permit.
- Provide hurricane mooring information and department policy to tenants.
- Develop a list of all boats leaving the marinas.
- Review the Hurricane Plan with Risk Management.
- Ensure contract to move kiosks to the Airport

Hurricane Condition 5 (May 15 – November 30):

- Review the Hurricane Plan for all conditions with departmental administrative and supervisory personnel.
- Inventory departmental resources and responsibilities.
- Update personnel rosters, staff phone lists, tenant phone lists, and assign specific responsibilities.
- Ensure adequate quantities of emergency tools, equipment, and materials are on hand.
- Keep all boats and vehicles fueled.
- Test portable emergency generators.

Hurricane Condition 4 (3-7 days prior to landfall):

- Meet with Clearwater EOC.
- Advise all department personnel of projected storm path, landfall time, storm surge, and wind speed.
- Make preparations to move the Harbormaster boat, work boat, and barge to the Airport.
- Ensure video camera batteries are charged.
- Review departmental responsibilities under Hurricane Condition 3.
- Contact marina tenants by email to warn of weather conditions and advise them to set hurricane moorings, remove or secure boats, dock boxes, and loose gear. Send out automated weather alerts.
- Schedule the removal of the kiosks and transport to Airport for storage.

Hurricane Condition 3 (48 hours to landfall):

- Advise all department personnel of storm path and projections from EOC.
- Implement EOC instructions.
- Contact all marina tenants by email to warn of weather conditions and advise them to set hurricane moorings, remove or secure boats, dock boxes, and loose gear.
- Identify boats to be removed according to tenant hurricane plans.
- Assign duties and responsibilities to department staff.
- Update voicemail to include weather conditions, hurricane condition set, predicted storm path, and estimated time of arrival.

Marine and Aviation Department's Operational Staff:

- Confirm vehicle fuel tanks are full.
- Check all emergency equipment.
- Test portable emergency generators.
- Remove non-essential materials from marinas.
- Alert recall personnel.
- Trailer barge to the Airpark.
- Review responsibilities and assignments under Hurricane Condition 2.
- Top off fuel storage tanks.
- Secure non-essential divisions as directed by EOC.
- Complete video and photographic documentation of all facilities, including boat slips.

Hurricane Condition 2 (24 hours – Landfall):

- Notify FBO of pending storm.
- Video and photographically document the material condition of the Airpark.
- Secure all loose gear outside buildings.
- Assist FBO in notifying tenants if needed.
- Confirm remaining aircraft are tied down and all loose items at the Airpark are secured.
- Advise Division Manager when the checklist is complete.

Marine and Aviation Department's Office Staff:

- Advise all department divisions of the current situation and any EOC instructions.
- Evacuate departmental units as required.
- Coordinate reassembly of personnel after the storm passes. Contact immediate supervisor within 4 hours after the storm passes.
- Secure public funds, safeguard computers, establish communication procedures, and schedule.

Clearwater Beach Marina Personnel:

- Recall essential department personnel.
- Patrol docks and secure loose gear.
- Remove the remaining portable gear from the fuel dock.
- Determine when non-essential personnel should evacuate marinas.
- Monitor rising tide and secure electrical power as necessary.
- Remove city-owned boats from marinas and transport them to the Airport.
- Ensure all kiosks have been moved to the Airport.

Clearwater Harbor / Seminole Boat Ramp Marina Personnel:

- Upon evacuation notification, secure the marinas.
- Patrol docks and secure loose gear.
- Move the elevator to the top floor and lock it.
- Move Bobcats to the MSB parking garage.

- Determine when non-essential personnel should evacuate the marina.
- Secure public funds through the Senior Accountant.
- Remove the equipment from the shed and move it into the dockmasters' office.

Post Storm Operations

Management, Supervisors, and all essential personnel must telephone the Division Manager at (727)224-7101.

Operations Manager:

- Conduct safety assessments of feasibility for transporting to marina facilities.
- Provide law enforcement with a list of personnel allowed at the marinas.
- Document material conditions of all department facilities and boat slips.
- Record personnel labor on the FEMA reimbursement spreadsheet maintained by the Administrative Analyst or Division Manager, including dates, personnel, assignments, labor rates, and proof of income.

Operations Manager Checklist:

Task
Establish assessment teams with available personnel
Conduct safety inspections of marina docks
Mark and block hazardous areas on marina property and facilities
Return city-owned boats to marinas when possible
Assess damage to waterway markers and hazards to navigation, and report damage to the US Coast Guard Sector St. Pete at (727)824-7634
Assist in reestablishing marina office operations or establishing a temporary office away from the marina (COOP Plan)
Create a prioritized action plan
Set up an operations command center for commercial boat operators to check in
Coordinate and organize commercial boat operators for search and rescue assistance, security, and ferry services for police and fire operations

Division Manager Checklist for Office Staff:

Task
Reestablish office operations
Set up computer systems
Retrieve and secure public funds
Track damages to facilities and property
Document costs for damages and personnel overtime
Document the material condition of the Harbormaster's office

Division Manager Checklist for the Airpark:

Task
Assess and report damage to the Airpark
Confirm runways are clear and open
Update Florida Aviation Database Disaster Preparedness Section
Clean up debris from Airpark facilities and grounds
Conduct aerial visual inspections if possible
Reorganize the facility for normal operations

Division Manager Checklist for Operational Staff:

Action Items
Establish assessment teams with available personnel
Inspect marina docks for safety
Block hazardous areas on marina property
Return city-owned boats to marinas
Assess and report damage to waterway markers to the US Coast Guard Sector St. Pete

Assist in reestablishing marina office operations or setting up a temporary office
Follow the prioritized action plan
Set up an operations command center for commercial boat operators to check in

Equipment List

Clearwater Beach Marina Hurricane Equipment Checklist:

- Barge and crane with trailer
- Work boat (19') with 150 hp and boat trailer
- Harbormaster boat (24'6") with 250 hp and boat trailer
- AM/FM radio
- D batteries (5 pkgs)
- Flashlights (7)
- Ropes (100', 2)
- Saw
- Axe
- 6-volt batteries (8)
- Rolls of 2" tape (6)
- Pliers (2)
- Hammers (2)
- Pipe wrenches (2)
- Crescent wrenches (2)
- Flat head screwdrivers (2)
- Philips head screwdrivers (2)
- Portable generator
- Chainsaw
- Turbidity control floating barrier curtains
- Gas-powered self-priming centrifugal pumps (2)
- Submersible sump pumps (2)
- 4x4 pick-up truck
- Bobcat
- Electric portable air compressor
- Spool of line for securing boats

Clearwater Harbor Marina Hurricane Equipment List:

- 4x4 Bobcat
- D batteries (3 pkgs)
- AM/FM radio
- Flashlights (5)
- Hacksaw
- Axe

- Rolls of 2" duct tape (6)
- Rolls of caution tape (2)
- Pliers
- Hammer
- Pipe wrench
- Crescent wrenches (2)
- Flat head screwdriver
- Philips screwdriver
- Gas-powered portable generator
- Gas-powered self-priming centrifugal pumps (2)
- Portable electric air compressor
- Spools of line for securing boats (2)

Emergency Call List

Marinas:

1. William Hodgson, Division Manager, (727)224-7101
2. Michael MacDonald, Department Director, (727)224-7005

Airpark:

1. Barry Shevlin, Air Park Manager, (727)325-5957
2. William Hodgson, Division Manager, (727)224-7101
3. Michael MacDonald, Department Director, (727)224-7005

Emergency Management Phone Tree

1. Michael MacDonald, Director, (727)224-7005
2. William Hodgson, Division Manager, (727)224-7101
3. Graham Donaldson, Assistant Operations Manager, (727)224-6162
4. Larry Jones, Assistant Operations Manager, (727)270-1492
5. Aaron Braley, Division Controller, (727)409-1325

Strategic Objectives

The National Incident Management System's Incident Command System (NIMS-ICS) effectively executes EOC tasks to mitigate emergencies and facilitate recovery.

Guidelines

Section: Safety