

Purpose:

To establish the policies and procedures regarding management's and employee's responses to various emergency situations.

Overview:

The procedures cover the following topics:

- A. General Evacuation Plan
- B. Tornado Preparation and Emergency
- C. Bomb Threat
- D. First Aid
- E. Hazardous Material Spill
- F. Earthquake
- G. Robbery
- H. Hurricane Preparedness Plan Bay Point Marina
- I. Hurricane Plan Port St Joe Marina
- J. Fire Evacuation Plan
- K. Active Shooter Plan
- L. Gas Spill Procedures
- M. Damage Reporting Example

SJCR Operations have developed plans that address emergency situations that may arise which may threaten human health and safety, as well as damage to Club property and assets. Management is responsible for implementing the Emergency Action Plans. These Emergency Action Plans will meet the following objectives.

1. Provide a means of notifying employees, customers, and local authorities of an emergency situation.
2. Provide for a safe and orderly method of evacuation of employees and guests from club premises.
3. Account for all employees who occupied club premises at the time of the evacuation, if one should occur.
4. Provide emergency first aid treatment or summon emergency medical assistance for injured individuals.

5. Provide Training and needed information to those employees responsible for taking action in the event of an emergency.
6. Report any and all Incidents following the Incident Reporting SOP from St. Joe Club & Resort Human Resources. Copies of the incident reports should be submitted to the Director of Resorts, The Human Resource Director, & Director of Clubs, in accordance with the SOP.
7. For situations involving Insurance Claims, as directed by the Vice President of Clubs & Resorts- St. Joe Company- Patrick Murphy, a copy of the incident report should be sent to The Director of Finance, Luis Leon,

Signs as required by ordinance, regulation, or law will identify emergency exits.

Employees are required to be familiar with the location(s) of alarm pull stations and emergency exits.

If hazardous materials are involved, disposal must be done in compliance with federal, state, and local environmental laws.

Procedure:

A. Evacuation (all emergencies other than Hurricanes)

Management

1. Telephones the local emergency agency (for example: fire, police, hazardous materials team, etc.)
2. Makes announcement or public address to the guests regarding the evacuation.
3. Checks all areas of their respective departments, restrooms, and public areas to verify that employees and guests have evacuated.
4. Secures all cash, checks, and charge documents in the safe if time permits.
5. Designates a safe area outside each Club as a gathering point for all employees. Takes a head count of employees to insure all were safely evacuated.
 - a. Hotel Managers/ Club Managers/ Department Heads to secure a schedule of staff on site and perform a roll call at the evacuation site.

Note: Employees are not to re-enter the building. Management will notify the ranking fire or other emergency response personnel on the scene of a potentially trapped employee or guest and their approximate whereabouts.

6. Dismisses all non-essential employees.

B. Tornado Preparation and Emergency

Prior to a tornado emergency, Management will designate safe shelter areas within the building for employees and guests. There are some general guidelines that may be used to aid in the selection of such spaces. When selecting a safe shelter, consider:

- The lowest floor, preferably a basement
- Interior spaces-rooms with no walls on the exterior
- Areas supported by secure, rigid structural frames, like doorways
- Short roof spans

The Club's safe shelter area will be in an interior room within the main clubhouse or main office areas at each location. It will be stocked with a first aid kit or medical supplies and several flashlights.

Tornado Watch Procedures

Management

1. A Tornado Watch means that conditions are right for severe thunderstorms and possible tornadoes to develop. When notified of a tornado watch in the area, Management will tune the radio to the National Weather Service channel to stay current on the storm progress.
2. Checks to insure that all safe shelter areas are unlocked and accessible.
3. Checks to be sure that medical supplies and flashlights are stored in the safe shelter area.
4. If time permits, "X" the windows with tape or secure plywood to the outside of windows.

Tornado Warning Procedures

Management

1. A Tornado Warning means a tornado has been seen or detected by radar. Management will inform all employees and individuals to take cover in shelter areas immediately.
2. Makes announcement about weather and warns guests to not leave the building and take shelter.

3. Assigns someone to shut off the main gas and electrical system.
4. Afterwards, coordinates first aid assistance to individuals.

C. Bomb Threat

When someone calls and says there is a bomb in the building, the following steps will be performed:

Employee

1. Keeps the caller on the line as long as possible. Asks them to repeat the message. Tries to write down every word spoken by the caller.
2. Asks the caller where the bomb is located and when it will go off.
3. Tells the caller that the building is occupied and detonation of a bomb could result the death and injury to innocent people.
4. Pays particular attention to background noises, such as music playing, engine noises, etc.
5. Listens to the voice of the caller (male/female, voice quality, accent, possible speech impediments)
6. When the caller hangs up, **do not hang up the phone!** Sometimes, phones can be traced back to the source. Immediately notify management and describe the threat.

Management

1. Calls the local Police or Fire Department to report the incident. Follows all recommendations and instruction provided by wither department.
2. If the Police or Fire Department declines to give instructions to evacuate the building, search the premise (if time permits) for any suspicious looking device or package. If one is found, follow the Evacuation Plan (detailed earlier).
Do not touch any suspicious device or package.

D. First Aid

If an employee or guest is injured, the initial responsibility of management or employees is to provide the needed first aid or arrange for emergency medical response or professional medical care.

Each marina facility provides a First Aid Kit on the premises. It is there for the management and employees use in the treatment of minor scratches, burns, headaches, nausea, etc. Employees must let their supervisor know if they need to use the First Aid Kit.

If there is work related injury or illness that requires professional medical assistance, employees must notify their supervisor and let him/her know before they receive this assistance. If the employee fails to notify his/her supervisor, the employee may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

In the event that an employee is seriously injured and requires professional medical care, management or another employee who is available can drive the employee to a medical provider. If any individual is not mobile or has a life threatening injury or illness, arrange for emergency care and transportation (call 911).

First Aid Procedure

Wounds

Minor: Cuts, lacerations, abrasions, or punctures-

- Wash wound using soap and water; rinse it well
- Cover the wound using clean dressing

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage/cloth
- Keep pressure on the wound until medical help arrives

Broken Bones

- Do not move the victim unless it is absolutely necessary
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint

Burns

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water
- Blot dry the area and cover it using sterile gauze or a clean cloth

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

Eye Injury

Small Particles

- Do not rub your eyes
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water

Large or Stuck Particles

- If a particle is stuck in the eye, do not attempt to remove it
- Cover both eyes with a bandage and consult with emergency health services

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes

Neck and Spine Injury

- DO NOT attempt to move the victim, especially if they appear unable to move their arms or legs

-Only move the victim if it is ABSOLUTELY necessary, and call emergency health services

Heat Exhaustion

- Loosen the victim's clothing if tight
- Give the victim sips of cool water
- Make the victim lie down in a cooler place with the feet raised

E. Hazardous Material Spill

Management will respond to incidental releases of hazardous substances when the substances can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate area or by maintenance personnel. If a large spill or fire occurs that is not controllable, Management will contact the appropriate authorities, such as the Fire Department. Further action will be taken as need, for example the implementation of the Evacuation Plan.

The on-site manager (spill coordinator- Director of Marinas- Daniel Fussell) will investigate any spill before evacuating the building or contacting any of the emergency contacts listed previously. The following criteria shall be used to determine the severity of the incident and if the spill or leak should warrant evacuation of the building.

A minor spill is one that usually presents little or no hazard to person or property, and is small enough to be safely cleaned up using the emergency spill kit.

Minor leaks or spills are normally reported by individuals detecting:

- An alarming or offensive odor,
- A small pool of liquid on the ground.

If the minor leak or spill is in an open area and the vapors are being dispersed it will not be considered a significant hazard.

If the vapors from the minor leak or spill can collect in a confined space sufficiently to form an explosive mixture it will be considered a significant hazard and an evacuation must take place immediately.

A major spill is one that cannot be contained safely with the materials on the site and/or threatens to enter the sewer system or travel beyond the boundaries of building/property to endanger the environment.

Major leaks or spill may be detected by:

- The existence of large vapor cloud,
- A large pool or liquid on the ground.

If a major spill is detected, an evacuation must take place immediately along with notifying the Walton County Fire Department and Emergency Services at 911.

Disposal & Clean Up

The disposal of waste material resulting from a spill or leak of flammable and combustible liquid is of extreme importance. All disposal actions must be in

accordance with Part X of the Environmental Protection Act. The following steps should be followed in an attempt to clean up a spill or leak in a safe and secure manner.

The following will be done once the spill has been contained:

- 1) Obtain the Emergency Spill Kit from Tim Davis.
- 2) Apply absorbent material found within the spill kit to the entire spilled area
- 3) Using a large hand tool (i.e., non-sparking shovel) ensuring all the liquid has been exposed and mixed with the absorbent material
- 4) Place the used absorbent into a disposal bag and then a non-combustible container. Dispose of material in conformance with the MSDS sheet.
- 5) If the spill is major, Call the Environment Cleaning Company (*See Below*) to clean the exposed area and for disposal of the waste material.

SWS Environmental Services

P: 1-877-742-4215

PO BOX 18619

Panama City Beach, FL 32417

Staff Training

Training of staff is an important part of this plan to ensure the proper containment and disposal of any leaked/spilled liquid. Training to staff on these spill procedures will happen as follows:

- All new Managers will receive a copy of the emergency plan procedures
- Within 3 months of being hired, all new maintenance employees will receive a spill procedure orientation. This will include, but not be limited to, a review of the emergency plans and explanations and locations of relevant Personal Protective Equipment (PPE), as well as, shown the spill kit locations, First Aide boxes, AED locations, regarding explanation of contents and use.
- All existing maintenance employees will be re-oriented, every year, on the spill procedures and emergency plans as mentioned above.

F. Earthquake

All employees must be aware of the potential for earthquakes and the resulting damage to buildings and facilities.

During the Earthquake:

Employee

1. If indoors, stay indoors; if outdoors, stay outdoors. In earthquakes, most injuries occur as people are entering or leaving buildings.

If indoors:

- Take cover beneath a desk, table, bench, or in doorways, halls, or against an interior wall
- Stray away from glass windows and glass doors, and away from containers having hazardous materials stored.

If outdoors:

- Move away from buildings and all structures, and all overhead electrical wires.
- If operating a vehicle, stop as soon as possible, but stay inside the vehicle.

After the Earthquake:

Management

1. Coordinates first aid efforts.
2. Turns on the radio to get emergency information from local authorities.
3. Checks natural gas lines for leaks. If a leak is detected, shuts down system and notifies local gas service company.
4. Shuts off the electrical current at the main breaker box if power has been interrupted.
5. Directs employees and guests to a safe assembly area outside of the building.
6. Takes head count to ensure all employees were safely evacuated.
7. Does not permit employees or guests to enter the building again until cleared by authorities.
8. Assigns duties to clean up damage and resume business as soon as possible.

G. Robbery

In the event a robbery occurs, the main objective is to reduce the risk of injury to employees and guests and to get the robber out of the building as soon as possible.

Employee

1. Be attentive and calm. Listen to the robber and do exactly what he/she asks you to do.
2. Do give up money as demanded.
3. Remain alert. Try to remember details of the robber's appearance, clothing, speech etc.

4. If possible, watch the robber's method and direction of escape.
5. Expect foul/strong language. Expect to lie on the floor.
6. Do not make any sudden movements.
7. Don't overreact. Do not grab for the weapon if one is present and do not call for help.
8. Do not argue; be compliant.
9. After the robbery, write everything down.

Management or Employee

10. Call the police.
11. Have all witnesses write down everything they can recall.



Bay Point Marina Hurricane Plan

Prepared By
Daniel Fussell
Marina Director

Introduction

Florida is perhaps the most hurricane vulnerable area on the United States Atlantic Coast, and Bay Point Marina (due to its location on the Gulf Coast) is highly susceptible to the effects of high winds and surges created by a major storm. It is important for our marina guests and boat owners to understand that the marina is not a viable sanctuary for boats of any type during a major storm. Experience has proven that marina docks and boats are most likely to survive a hurricane if all boats are evacuated. The docks are not designed to accommodate boats during heavy winds and/or storm surge. These elements tend to push and pound boats against pilings, docks, and other vessels.

The management of Bay Point Marina strongly encourages early evacuation of all boats to a previously identified safe haven. Of course, circumstances may prevent evacuation of some boats. This plan, in addition to describing evacuation procedures, outlines best practices for securing boats in the marina. The plan also describes procedures for communicating and carrying out hurricane response for all other aspects of the marina – before, during, and after the storm.

The order of priority when preparing for a hurricane is:

1. Protect human life
2. Prevent or minimize personal injury
3. Reduce the exposure of property to damage
4. Minimize damage to property that cannot be relocated
5. Restore normal operations as quickly as possible.

Preparing for a hurricane successfully depends on how quickly and orderly we act. Obviously, early action depends on early storm threat notice. Timetables for implementing the various stages of this plan will depend on the storm's forward speed/direction, probability of a storm hit, and the expected intensity of the storm. Be aware that this Hurricane Plan may work only for lower category hurricanes, and a direct hit by a Category II or stronger storm at any location will likely result in major damage to boats and marina facilities. For a major storm our efforts may or may not be adequate - nevertheless the job must be done quickly in order for all personnel to evacuate to safety. Remember - any attempt to secure boats while under storm conditions is done at the risk of the lives of marina personnel, boat owners, and volunteers. An approaching hurricane is a potential killer - the inconveniences of early action are a small price to pay for your safety.

The Nature of Hurricanes

Hurricane activity is at its highest during the official hurricane season from June 1st to November 30.

A hurricane is a violent tropical cyclone, with winds of 74 or more miles per hour, which spiral counterclockwise around a relatively calm center known as the "eye" of the storm. At full strength hurricane winds can gust to more than 200 miles per hour as far out as 20 to 30 miles from the eye. Winds of 39 mph and greater can extend 200 miles or more in advance of the hurricane and trail hundreds of miles behind. The greatest threat from hurricane wind is flying debris. Winds may also disrupt electrical power, telephone service, gas, fresh water supplies, and transportation. Tornadoes are a definite threat as a spin-off of the hurricane's winds.

The greatest danger of the hurricane is from the storm surge. As the storm approaches and moves across a coastline, storm surge may rise 10 feet or more above normal high tide and usually is accompanied by battering

waves which will overcome coastal lowlands. In addition, extensive rainfall associated with the storm, may cause widespread flooding further inland.

C. Saffir-Simpson Hurricane Scale

Hurricanes are classified by wind strength known as the Saffir/Simpson Scale:

Storm Category	Barometric Pressure (Inches)	Winds (MPH)	Storm Surge (Feet)
1	28.94	74 – 95	4 – 5
2	28.50 – 28.91	96 – 110	6 – 8
3	27.91 – 28.47	111 – 130	9 – 12
4	27.17 – 27.88	131 – 155	13– 18
5	27.17	155	18+

Description of Categories

Category 1: Winds 74 to 95 MPH - 4 to 5 foot storm surge. Damage primarily to shrubbery, trees, and unanchored mobile homes. No real damage to other structures. Some damage to poorly constructed signs. Low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings.

Category 2: Winds 96 to 110 MPH - 6 to 8 foot storm surge. Considerable damage to shrubbery and tree foliage; some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs; some damage to roofing materials on buildings and some window and door damage. No major damage to buildings. Coastal roads and low-lying escape routes inland cut by rising water two-four hours before arrival of the hurricane's center. Considerable damage to piers. Marinas will flood and small craft in unprotected anchorages may be torn from moorings.

Category 3: Winds 111 to 130 MPH - 9 to 12 foot storm surge. Foliage torn from trees and large trees blown down. Practically all poorly-constructed signs blown down; some damage to roofing materials of buildings; some window and door damage; and some structural damage to small buildings. Mobile homes destroyed. Serious flooding at coast and many smaller structures near coast destroyed; low-lying escape routes inland cut by rising water three-five hours before the hurricane's center arrives.

Category 4: Winds 131 to 155 MPH - 13 to 18 foot storm surge. Shrubs and trees blown down; all signs down. Extensive damage to roofing materials, windows and doors; complete failure of roofs on many small residences; complete destruction of mobile homes. Major damage to lower floors of structures near shore due to flooding and battering by waves and floating debris.

Category 5: Winds 156 MPH and above - 18 foot and above storm surge. Shrubs and trees blown down; considerable damage to roofs of buildings; all signs down; very severe and extensive damage to windows and doors; complete failure of roofs on many residences and industrial buildings; extensive shattering of glass in windows and doors; some complete building failures; small buildings overturned or blown away and complete destruction of mobile homes. Low-lying escape routes inland cut by rising water three/five hours before the hurricane's center arrives.

Stages of a Storm – Progression of Alerts and Warnings

CODE	LEVEL	SPECIFICS
BLUE	Tropical Storm Watch	Threat of a tropical storm south of Cuba threatening to cross Florida or enter the Gulf within 36 hours.
YELLOW	Hurricane Caution	Strong potential for strengthening into a hurricane, passes into or develops within the Gulf of Mexico.
ORANGE	Hurricane Watch	Threat of hurricane conditions within 48 hours. Hurricane Watch has been issued.
RED	Hurricane Warning	Threat of hurricane conditions within 24 hours or less. Hurricane Warning has been issued.

Hurricane Plan Outline

The Bay Point Marina Hurricane Plan Covers the Following Areas

- Emergency Phone Numbers/Radio Frequencies for Bay County.
- Phase I - Hurricane Watch.
- Phase II – Hurricane Warning.
- Phase III - During the hurricane.
- Phase IV - Follow up and recovery.
- General hurricane precautions and instructions for Boat Owners.
- Specific instructions for shutting off fuel service, electric and water to docks.

Specific Information for Bay County Interests Important Phone Numbers

EMERGENCY	911	Panama City Beach Police Dept.	(850) 233-5000
Bay County Emergency Operations Center		(850) 784-4000	
Bay County Sheriff	(850) 747-4700	U.S. Coast Guard, Panama City	(850) 234-2377

Important Radio Frequencies

AGENCY	CHANNEL	FREQUENCY
U.S. Coast Guard	16/22	156.80 MHz
NOAA Weather Radio, West Palm Beach	½	162.475 MHz

Phase I

Hurricane Watch- Code ORANGE

72 - 48 hours prior to landfall

When a hurricane watch is announced all marina personnel will go on a 24hr alert. Personnel will be required to be available and stand-by to be contacted for immediate recall to the marina. Maintain a close eye on weather conditions and be prepared to switch to Phase II if storm speed and intensity increases.

All vessels in the marina will be contacted and asked to evacuate the facility.

Wet slip evacuation is strongly advised. As stated in the introduction, every effort will be made to have all boats evacuate the marina as soon as a hurricane is predicted to make landfall along the Northwest Florida coast.

Boats That Cannot Evacuate Bay Point Marina

Any boat owner that is not able to remove their vessel from the marina will be given instructions on how to secure their vessel. If time permits and space is available, vessels should be spaced out to leave room for maneuvering and setting up additional lines. All vessels remaining in the marina must have their batteries fully charged - all electricity on the docks will be shut down if the Hurricane Watch is upgraded to a Warning.

Marina

It is recommended that the marina and boat owners stock emergency equipment and supplies such as extra mooring lines, lumber for fender boards, chafing gear, flashlights and batteries. Our high volume GPH pump should be easily available for use in an emergency situation.

The Bay Point Marina warehouse located on McElvey Road, Panama City Beach will be used to store all marina equipment such as electrical equipment, pool furniture, computer systems and files.

Preparation of Marina Grounds and Docks

1. Notify personnel that the facility is on a hurricane alert. Staff should commence preparations for putting the hurricane plan in action.
2. Encourage marina staff to begin personal storm preparations. Rotate staff to allow time for them to prepare their homes.
3. Marina staff should begin contacting vessel owners/captains in order to begin removing vessels from the facility, if possible. Maintain a list of departing boats, vessel location and estimated return date.
4. Attempt to secure a rental truck for removal of equipment: Budget Truck Rental – (850) 234-8551, Penske Truck Rental – (850) 233-6567, UHaul – (850) 769-3268.
5. Contact Southern Waste Services at (850) 234-3174 and arrange for them to be on site for cleanup immediately following the storm.
6. Contact Petro Flow (Dwain Sapp) at (850) 527-0079 to arrange for removal, storage and reinstallation of fuel dock dispensers.
7. Contact Joe G Electric (Joe Gryszowka) at (850) 596-0558 to arrange for removal and reinstallation of electrical equipment. Once removed, electrical equipment should be stored in the warehouse.

8. If water is expected to be three feet or more over the top of the dock, contact Gulf Power at (800) 225-5797 to schedule power shut down to the marina transformers.
9. Contact local fuel distributor and fill both fuel tanks to capacity. Ensure tank caps are locked and secure.
10. Contact Reddy Ice at (850) 234-3529 and see if they can deliver additional ice boxes and ice prior to the storm. If possible, move ice boxes to higher ground.
11. Take down large signs, bikes, pool furniture, antennas or other removable items subject to wind damage.
12. Remove canvas from marina office awning. Store in warehouse.
13. Remove dock trash receptacles and store in the warehouse.
14. Remove equipment from storage bunker and store in warehouse.
15. Empty fuel dock podium and remove fuel dock awning frame. Store frame and fuel dock electronic equipment in warehouse.
16. Dock carts should remain on site for guest use until 24 hours prior to landfall, then moved to storage.
17. If time permits, remove dock boxes to higher ground or contract with third party to remove.
18. Bring storm window covers from the warehouse and prepare for installation.
19. Ensure all spare boat keys in key room are properly labeled and prepare for removal.
20. Process and mail all paperwork that can be completed immediately. Deliver mail directly to Post Office. Set all new paperwork aside to be completed after the hurricane.
21. Ensure all bank deposits are processed and deposited.
22. Box important records for removal to warehouse for storage. Back up important digital records on two portable hard drives (one hard drive to be stored in warehouse, one to remain with Marina Director). Remove all electronic equipment (except for server, main POS computer and printer) and store in the warehouse.

Phase II

Hurricane Warning- CODE RED

24 hours prior to landfall

If a Hurricane Warning has been issued for our area, there is a high likelihood a hurricane will make landfall near the marina. The following activities should be in progress or nearing completion. All vessel removal operations should already be underway and completed during this period. Plans for securing remaining vessels should be in place. Marina personnel should be released no later than twelve hours of landfall.

1. All vessel protection and securing operations should be completed with a final check of doubled mooring lines, tied off with sufficient slack and fender boards and/or other protective equipment in place.
2. Remove server, main POS computer, printer and any final equipment to warehouse for storage.
3. Petty cash and contents of office safe to remain with Marina Director.
4. Remove all boat keys from key room.
5. All vehicles should be removed from the marina.
6. Prepare list of boats remaining in the marina, along with contact information.

7. Conduct thorough videotaped walkthrough of entire facility, with particular attention paid to any vessels remaining in the marina.
8. Employees will not staff the facility during the storm. Instructions for reporting back to work after the storm will be given prior to release. Emergency access passes will be distributed to core personnel to facilitate their return.
9. Before evacuating the facility, ensure that all remaining equipment is secured, and all gates and building doors are locked and secured.

Prior to shutting down the power, all vessels in the marina will be instructed to clear the docks of any and all equipment related to the vessel. All vessels should have lines doubled up, batteries fully charged and all electrical and water connections disconnected and removed from the dock.

After all the vessels are properly secured, all personnel attached to the vessel will be instructed to leave the marina immediately when their vessel is secured. **No one will be allowed to stay in the marina on board any vessel.**

At this point the marina will be secured and all power, water and other services to the docks will be shut down and fuel supply lines will be closed. When the docks are evacuated of all personnel, access to the docks will be prohibited. Included at the back of this plan are instructions and drawings with the locations of all water mains, electrical circuits and procedures for shutting them down.

Phase III

During the Hurricane

Bay Point Marina is located in Evacuation Zone 2. The entire marina and facility must be evacuated of all personnel if and when local authorities deem it necessary. Employees will not staff the facility, and boat owners will not be permitted to stay on board any vessel during the storm. Until the storm has passed, marina personnel are advised to stay in a protected area until local authorities have announced that dangerous winds and flooding are no longer a concern.

Phase IV

Follow Up and Recovery

The hurricane may cause extensive damage; flooded roads, downed power lines, and washed out beach in coastal areas. While checking the condition of the facility is of primary concern, there may be limitations that impede us from accessing it. As personnel return to the facility and begin the preliminary damage assessment process, they should pay particular attention to any safety issues. **Personal safety of boat owners and marina personnel is of paramount importance.**

1. Be aware of possible downed electrical wires that should be considered “Hot” and avoided until the Power Company or maintenance personnel are notified. Although

the main power may be out generators may be operating thus electrical lines will be charged.

2. Clearly mark and block any hazardous areas. Install signs informing the public that the marina is off-limits to unauthorized personnel.
3. Once it is safe, conduct thorough videotaped walkthrough of entire facility.
4. Electrical equipment that has been submerged in water should not be started until it has been checked and repaired as necessary. Contact Joe G Electric (Joe Gryszowka) at (850) 596-0558 to inspect any submerged electrical equipment prior to reenergizing.
No one is to activate any electrical systems prior to inspection by a licensed electrician.
5. Visually inspect any remaining vessels and contact Southern Waste Services at (850) 234-3174 to arrange any hazardous waste cleanup. Additional fuel boom stored at the warehouse should be brought to the marina immediately following the storm.
6. Once the fuel dock has been inspected and it is safe to resume fueling operations, contact Petro Flow (Dwain Sapp) at (850) 527-0079 to arrange for inspection of fuel system and reinstallation of fuel dock dispensers.
7. Contact local fuel distributor to determine availability of fuel.
8. Broken sewer or water mains should be reported immediately to the Panama City Beach Water Department at (850) 233-5100.
9. Wet electrical equipment, such, radios, computers, calculators, etc. should be inspected and repaired or replaced as necessary, prior to operation.
10. Prepare a written assessment of damages as soon as possible. Estimate damages to docks and other marina facilities: Marina office, electrical transformers, electrical service, and telephones.
11. If there has been any theft, vandalism, loss or damage to the facility other than storm related, a report should be made to local police or other law enforcement authorities so that appropriate actions can be taken. The incident report number and, if possible a copy of the incident report, should be obtained to substantiate any insurance claim or IRS property loss reporting.
12. While it is understandable that immediate repairs may need to be undertaken, all actions taken during the course of repairs to any insurance adjustment should be properly documented and filed. In the case of property damages, appraisers assigned by our insurance company will be involved in assisting with the adjustment. Insurance companies will establish storm claim offices to handle the numerous claims after a hurricane strikes.
13. It is obvious that third party vessel owners, captains, caretakers and others with vessel interests will inquire as to the status of their vessel. These inquiries should be fielded as best as possible, especially if there is no damage to their property. Notification of any vessel damage should be made as soon as possible.
14. While vessel owners may want to return to the marina as soon as possible, they should be advised as to the situation at the facility and as to the availability of berthing facilities for their vessel. If damages preclude the facility from providing a berthing space for the vessels, owners should be so notified and advised as to when the facility may be available to provide a berth.
15. If the facility is relatively undamaged, then efforts should be made to become operational and provide facility services to those who are not so fortunate.
16. Controlled access and/or security at the marina may be required. No one should be allowed on the property except owners/captains of boats in the marina, salvage contractors, repairers, estimators, surveyors, adjusters and appraisers. All press inquiries should be referred to Marina Director.

General Hurricane Precautions and Instructions for Boat Owners

Precautions:

1. **Boat owners are strongly encouraged** to remove boats from Bay Point Marina. If you do not have a hurricane refuge and must secure your vessel at Bay Point Marina, you should develop a plan of action and specifically identify and assemble needed equipment and supplies. Keep them together and practice your plan to ensure it works before hurricane season.
2. **Arrange for someone locally to carry out your plan** if you are out of town during the hurricane season.
3. **Check your dockage agreement** – know your responsibilities and liabilities if you cannot leave the marina before a hurricane hits. Bay Point Marina will not be responsible for damage to, or created by your vessel during a storm.
4. **Consolidate all records**, including insurance policies, a recent photo of your vessel, vessel documentation, equipment inventory, lease agreement with the marina and telephone numbers of appropriate authorities, i.e., Marina Director, Coast Guard, insurance agent, National Weather Service, etc., and keep them in your possession. They may be needed when you return to check on your boat after the hurricane.
5. **Maintain an inventory of both** the items removed and those left on board. Items of value should be marked so they can readily be identified.
6. **Before a hurricane threatens**, analyze how you will remove valuable equipment from the vessel and how long it will take, so you will have an accurate estimate of the time and work involved. When a hurricane is impending, and after you have made mooring provisions, remove all moveable equipment such as canvas, dinghies, radios, and other expensive equipment that is removable. Lash down everything you cannot remove. Make sure your bilge pumps are working and your batteries are fully charged. Electrical power to the docks will be shut down.
7. **Do not remain on your boat** during a severe storm. When wind and seas warrant, marine agencies remove their boats from service and will not be able to rescue anyone in port during the storm.
8. **Specific instructions will be printed** and placed on the counter in the marina office during hurricane season and will be re-distributed to vessels in the marina as soon as a Hurricane Watch for Bay county is issued. They are included in this plan as point of information for marina personnel. *The General Hurricane Precautions And Instructions for Boat Owners* will also be kept on file in our computers under My Documents in MS Word as *Boat Hurricane Precautions and Instructions.doc*. A hard copy is included in the back section of this plan and will be kept in the managers file drawer under "Hurricane Procedures".

Securing a Boat at Bay Point Marina during a Storm.

1. **Double all lines.** Rig crossing spring lines fore and aft. All of the cleats on the docks at Bay Point Marina are thru-bolted. If room permits, the marina will spread out all vessels

with sufficient space between them. This may require moving your vessel to a different dock.

2. **Cover all lines at rough points** to prevent chafing. Wrap with tape, rags, and split rubber hoses, etc. Install plenty of fenders to protect the vessel from rubbing against the dock and other boats.
3. **Batteries should be fully charged** and checked to ensure their capability to run automatic bilge pumps for the duration of the storm. Consider backup batteries. Cut off all devices consuming electricity except bilge pumps.
4. **Enhance the watertight integrity of your vessel** both above and below the waterline. Seal windows, doors and hatches if necessary, with duct tape. Shut seacocks and cap off or plug unvalved through-hull fittings such as sink drains.
5. **Do not stay aboard**. Winds during a hurricane can exceed 100 mph and tornadoes are often associated with these storms. All vehicles on the property must be removed. Stay tuned to news broadcasts and weather advisories concerning the hurricane so that you will know when the danger has passed. The following is a recommended web site to keep track of hurricanes and severe storms- <http://www.nhc.noaa.gov/> It is advisable to bookmark this site on your web browser.
6. **After the hurricane** has passed, there may be extensive damage to the area. While checking the condition of your vessel is an important concern, there may be limitations such as flooded roads and downed power lines. A check of your vessel should be made as soon as practicable to determine its condition and security. The staff at Bay Point Marina will return to the property as soon as feasibly possible; however, please bear in mind they will be busy correcting and surveying damage to the marina and might not have the time or ability to access your vessel to give you a report over the phone.

Shutting Down Services

ELECTRIC:

Prior to shutting down the main electric power to the docks all the individual power post breakers on the docks must be in the OFF position.

Also, Prior to turning the main breakers back on, you must check all power post breakers to make sure they are all still in the off position. Failure to do this may destroy the circuitry in the power posts due to a sudden surge when you turn on the main breakers. This also applies to all electric switches in the office, particularly the computers, and any other electric switches on the property. On the following pages are pictures of the various breaker switches and their location.

Shutting Down All Electric Power in the Marina.

There are a number of main power breakers located throughout the docks. Pier 1 has four power panels: one at the entrance to the fuel docks, one near slip 113, one in the NE corner by slip 122, and one in the NW corner near slip 145. Each of these panels should have the main breaker turned to the off position. Power panels for Piers 2, 3 and 4 are located at the

entrance to Pier 3 and at the junction of Piers 2 and 3. Each of the breakers in these two panels should be switched to the off position.

Power to the Marina Office is located at the power meter behind the pool pump box.

Main Fuel Tanks:

Shut off switches to both the Gas and Diesel main tanks are located on the fuel dock adjacent to the fuel dock electrical panel. These switches should be placed in the off position and secured with a lock. Shutting down the fuel supply is of maximum priority to prevent spillage if a rupture occurs in the fuel lines at the dock. On the following pages are pictures of these breakers and their location.

Water:

The main water shut off valve is located on the south side of the shrubs at the entrance to the fuel dock. The valve is in the in-ground water meter box. There are two backflow preventer valves under a fiberglass cover next to the water meter. These should both be turned to the off position to prevent sea water contamination of the municipal water supply.

For visual instructions on shutting down Electric, Fuel and Water service to the docks – please refer to the photos on the following pages.

Electricity Shut Down



This electrical panel is located adjacent to the fuel shutoff switches at the entrance to the fuel dock. The main breaker in this panel should be in the off position when preparing for a hurricane.



This electrical panel is located near slip 113. The main breaker in this panel should be in the off position when preparing for a hurricane.

cont.)

This electrical panel is located near slip 122. The main breaker in this panel should be in the off position when preparing for a hurricane.



This electrical panel is located near slip 145. The main breaker in this panel should be in the off position when preparing for a hurricane.



Electricity Shut Down (cont.)



This electrical panel is located at the entrance of Pier 3, and shuts off power to Piers 2, 3 and 4. All switches in this panel should be in the off position when preparing for a hurricane.



This electrical panel is located at the junction of Piers 2 and 3. These switches should be in the off position when preparing for a hurricane.

Electricity Shut Down (cont.)



This is the Marina Office electrical shut off box, located on the south side of the building behind the pool pump box. This panel should be the last electrical item turned off when preparing for a hurricane.

Fuel Shut Down



Pictured here are the fuel switches, located at the entrance to the fuel dock. The two upper switches (labeled 1 and 2) are for the diesel lines. The lower switch is for gasoline. These should be locked in the off position. The electrical panel to the right of these switches is where the main fuel breaker is located.



These two valves shut off the fuel supply from the tanks to the fuel dispensers. They are located in the ground near the water main and backflow valves. They should be in the off position when preparing for a hurricane.

Water Shut Down

The water shut off valve is in the water meter box in the lower right corner of this picture. The two backflow shut off valves are located on the backflow preventer in the center of this picture.



Contact Information

Marina Director	Daniel Fussell	850.596.5746
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Marina Office Manger	Cassie Dortch	850.625.4196
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Marina Office		850.235.6911
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Marina Fax		850.233.0221
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Patrick Murphy
Senior V.P. of Operations
Work 850.231.6408
Cell 850.200.3522

Kathy Wilbourn
Regional Controller
Work 850.231.7110
Cell 408-300-4778

Elizabeth Forsythe
Asset Coordinator
Work 850.231.7406
Cell 850.585.5290

Janette Ament-Pierce
Risk Management
Work 425.636.5641

Rodney Beasore
Port St. Joe Marina
Work 850.227.9393
Cell 850.340.0508

Emergency Contact Procedures

It is very important to our marina customers that we keep them informed as potential storms approach, and maintain an open line of communication during *and* after storm events.

Telephone Land Line

If time permits, marina staff should make every effort to contact each boat owner individually to warn them of an approaching storm find out their storm plans.

Email

Email is a valuable tool that can be relied upon to quickly and accurately dispense information to marina customers about an approaching storm. Marina staff must keep an updated email list at all times and use a bulk email program such as Constant Contact (www.constantcontact.com) to send out updates in a timely fashion.

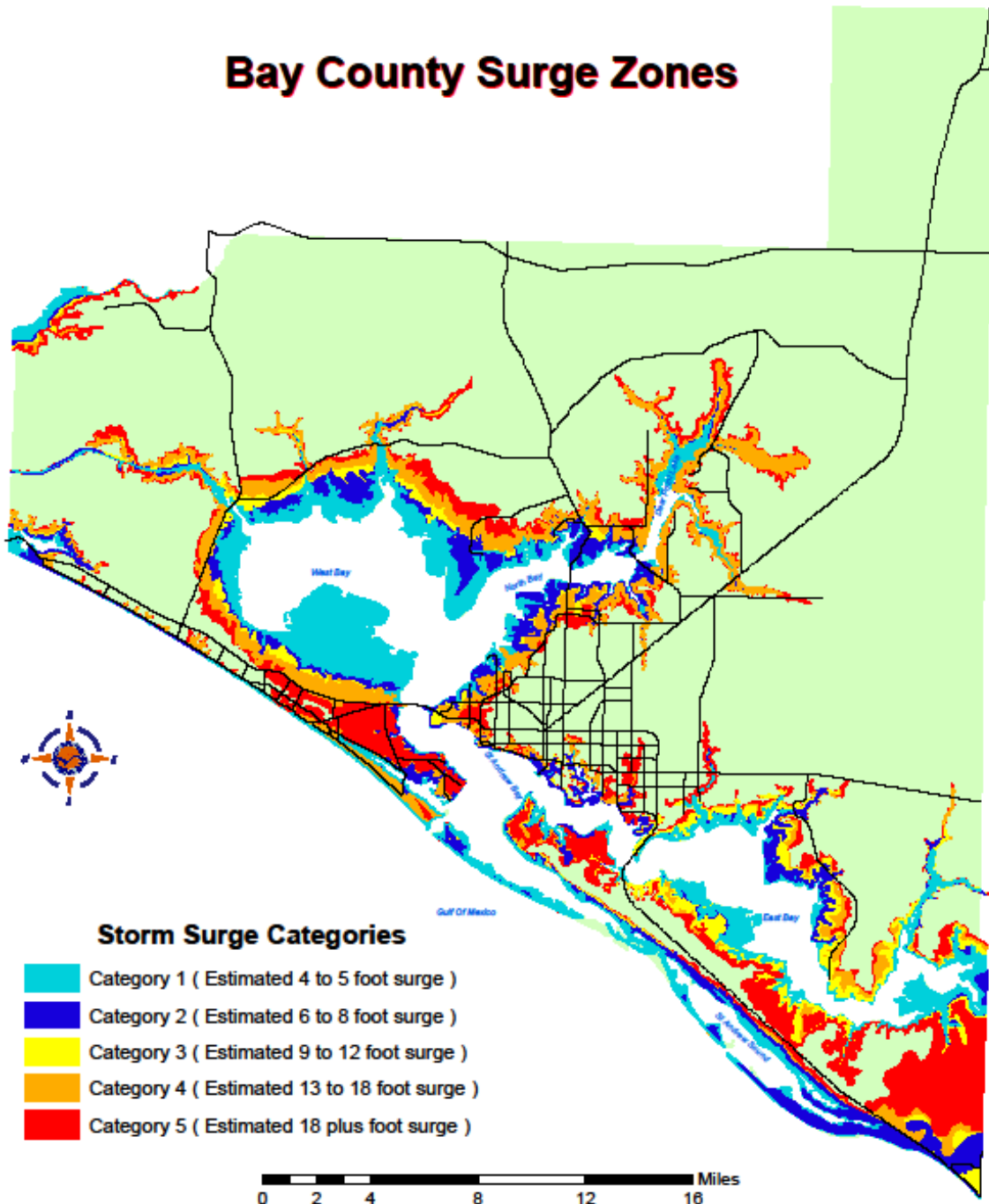
Cell Phones

Cell phones will be used extensively in the hours before the storm, but limited connectivity should be expected in the days immediately following a major storm. Extensive power outages will also impact cell phone usage as batteries die. It is recommended that all employees with cell phones carry an additional battery and car charger. Text messaging may also be relied upon in areas with extremely limited connectivity.

Facebook

In the event of a major storm, it is likely that our customers and staff will be dispersed across several states. We can expect them to have limited access to email, though many of them will be able to access social networking sites such as Facebook (www.facebook.com). Bay Point Marina's Facebook account will be an important tool and should be used for dispensing short, timely messages about an approaching storm.

Bay County Surge Zones



Bay County GIS

October 18, 2005

county_surge.mxd

Jewis

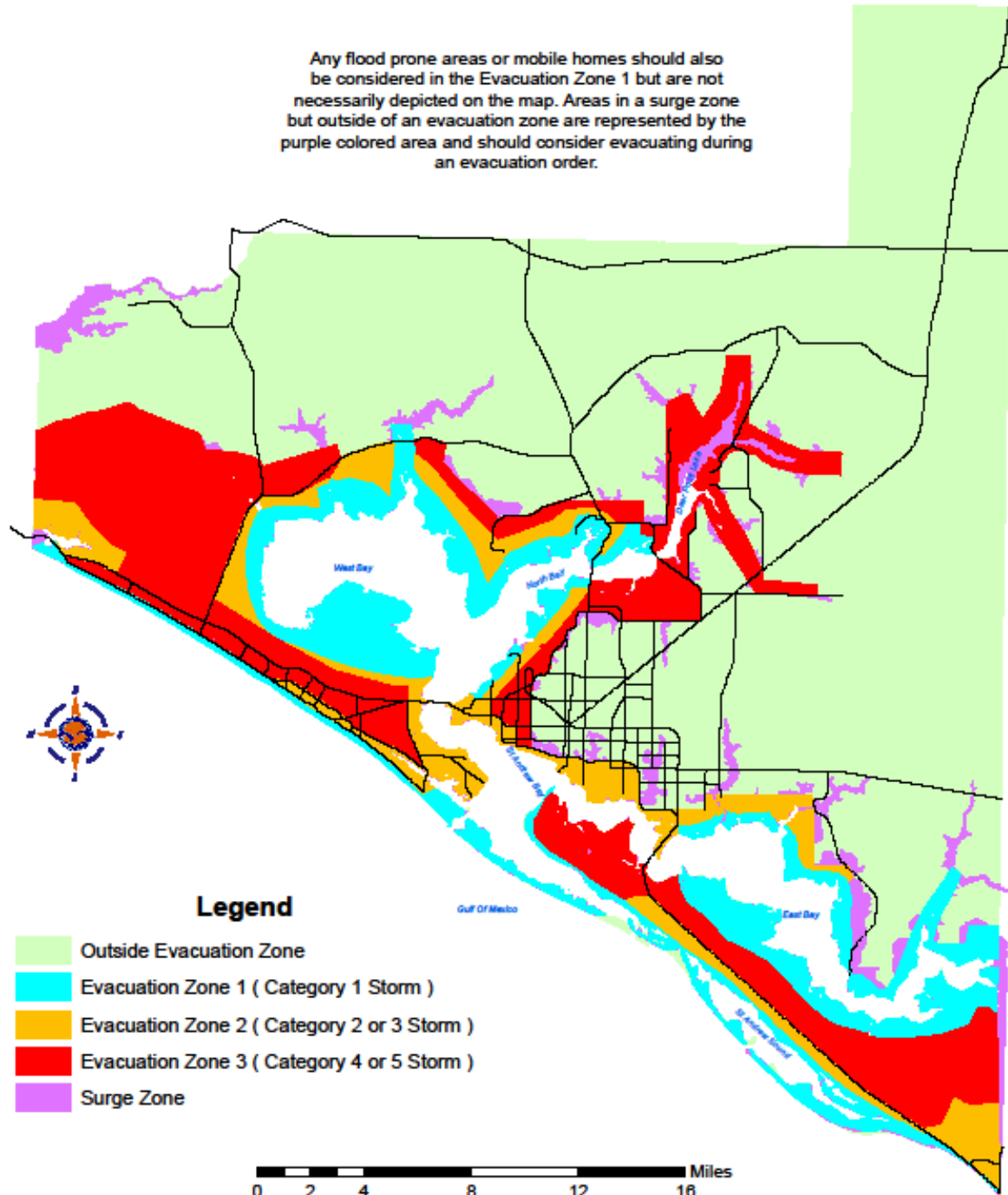
The GIS data is not a legal representation of the features depicted, and any assumption of the legal status of this data is hereby disclaimed.

Projection: NAD_1983_StatePlane_Florida_North_FIPS_0903_Feet

www.pcbaygis.com

Bay County Evacuation Zones

Any flood prone areas or mobile homes should also be considered in the Evacuation Zone 1 but are not necessarily depicted on the map. Areas in a surge zone but outside of an evacuation zone are represented by the purple colored area and should consider evacuating during an evacuation order.



Bay County GIS

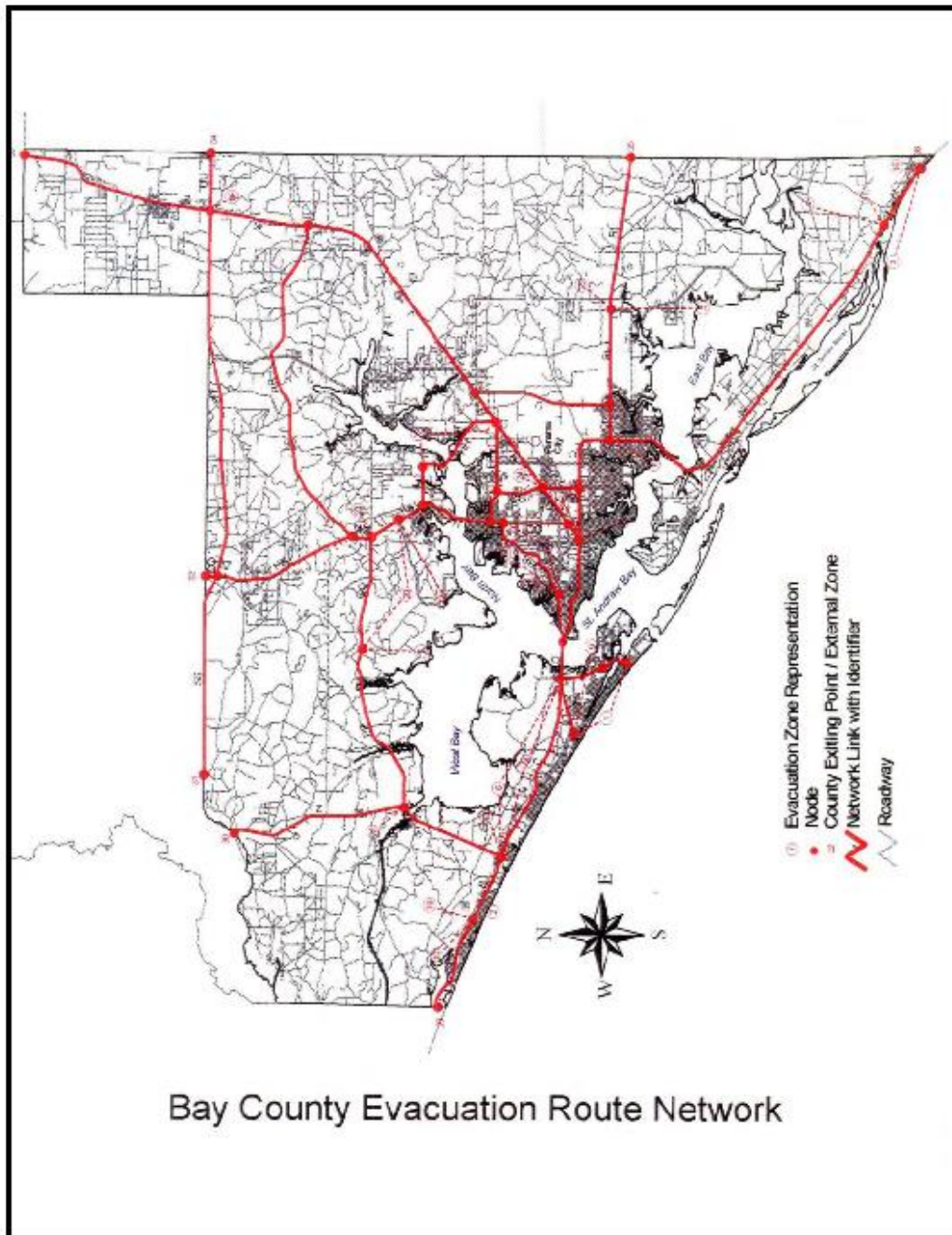
May 22, 2005

county_evac.mxd

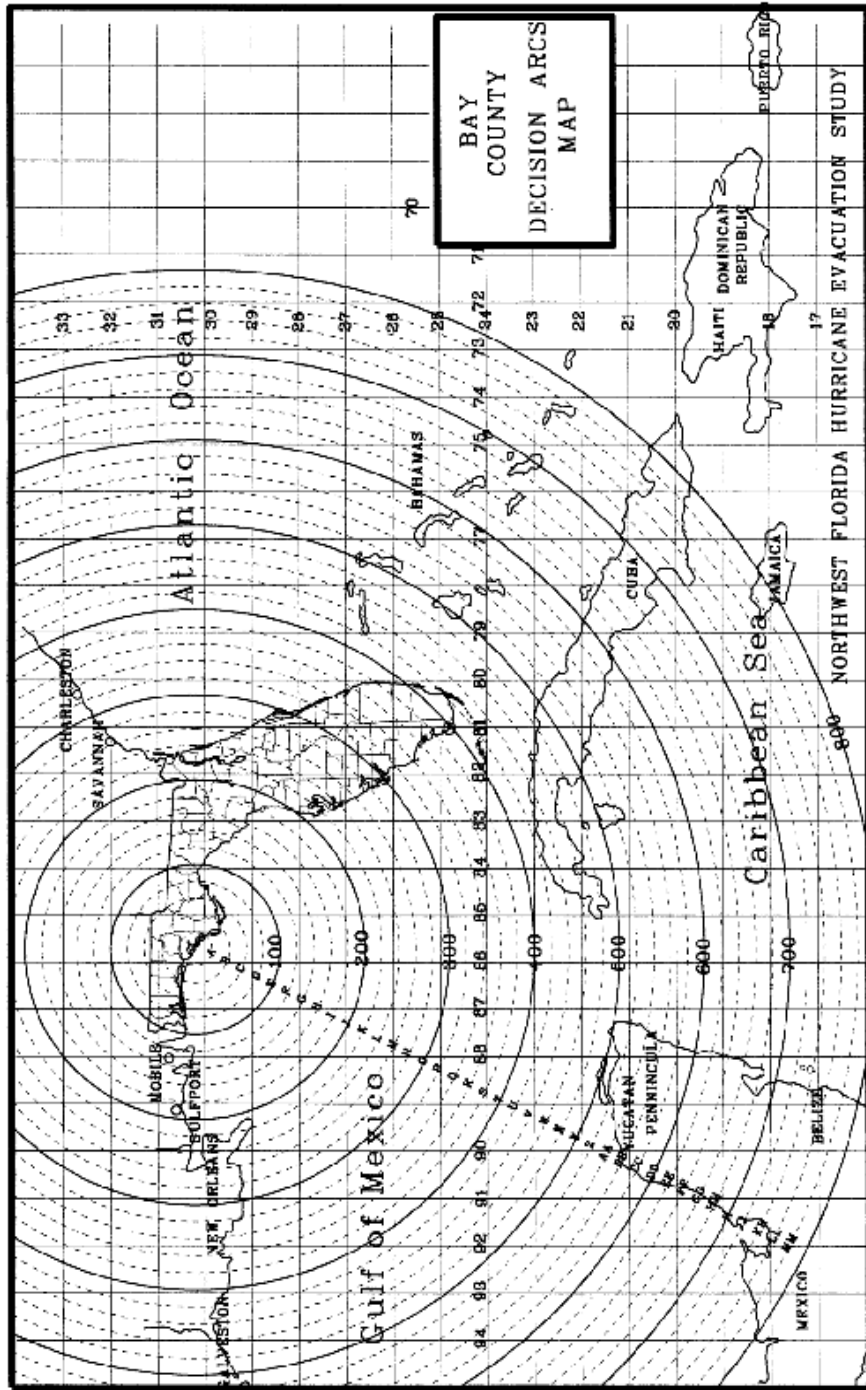
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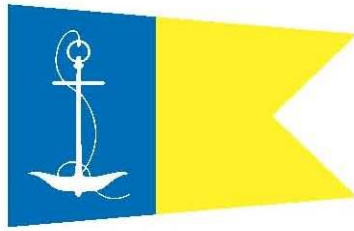
The GIS data is not a legal representation of the features depicted, and any assumption of the legal status of this data is hereby disclaimed.

Projection: NAD_1983_StatePlane_Florida_North_FIPS_0903_Feet



Bay County Evacuation Route Network





PORT ST. JOE MARINA

**Port St Joe Marina
Hurricane Plan**

Prepared By
Daniel Fussell
Marina Director

Introduction

Florida is perhaps the most hurricane vulnerable area on the United States Atlantic Coast, and *Port St Joe Marina (due to its location on the Gulf Coast) is highly susceptible to the effects of high winds and surges created by a major storm.* It is important for our marina guests and boat owners to understand that the marina is not a viable sanctuary for boats of any type during a major storm. Experience has proven that marina docks and boats are most likely to survive a hurricane if all boats are evacuated. The docks are not designed to accommodate boats during heavy winds and/or storm surge. These elements tend to push and pound boats against pilings, docks, and other vessels.

The management of Port St Joe Marina strongly encourages early evacuation of all boats to a previously identified safe haven. Of course, circumstances may prevent evacuation of some boats. This plan, in addition to describing evacuation procedures, outlines best practices for securing boats in the marina. The plan also describes procedures for communicating and carrying out hurricane response for all other aspects of the marina – before, during, and after the storm.

The order of priority when preparing for a hurricane is:

- Protect human life
- Prevent or minimize personal injury
- Reduce the exposure of property to damage
- Minimize damage to property that cannot be relocated
- Restore normal operations as quickly as possible.

Preparing for a hurricane successfully depends on how quickly and orderly we act. Obviously, early action depends on early storm threat notice. Timetables for implementing the various stages of this plan will depend on the storm's forward speed/direction, probability of a storm hit, and the expected intensity of the storm. Be aware that this Hurricane Plan may work only for lower category hurricanes, and a direct hit by a Category II or stronger storm at any location will likely result in major damage to boats and marina facilities. For a major storm our efforts may or may not be adequate - nevertheless the job must be done quickly in order for all personnel to evacuate to safety. Remember - any attempt to secure boats while under storm conditions is done at the risk of the lives of marina personnel, boat owners, and volunteers. An approaching hurricane is a potential killer - the inconveniences of early action are a small price to pay for your safety.

The Nature of Hurricanes

Hurricane activity is at its highest during the official hurricane season from June 1st to November 30.

A hurricane is a violent tropical cyclone, with winds of 74 or more miles per hour, which spiral counterclockwise around a relatively calm center known as the “eye” of the storm. At full strength hurricane winds can gust to more than 200 miles per hour as far out as 20 to 30 miles from the eye. Winds of 39 mph and greater can extend 200 miles or more in advance of the hurricane and trail hundreds of miles behind. The greatest threat from hurricane wind is flying debris. Winds may also disrupt electrical power, telephone service, gas, fresh water supplies, and transportation. Tornadoes are a definite threat as a spin-off of the hurricane's winds.

The greatest danger of the hurricane is from the storm surge. As the storm approaches and moves across a coastline, storm surge may rise 10 feet or more above normal high tide and usually is accompanied by battering waves which will overcome coastal lowlands. In addition, extensive rainfall associated with the storm, may cause widespread flooding further inland.

C. Saffir-Simpson Hurricane Scale

Hurricanes are classified by wind strength known as the Saffir/Simpson Scale:

<u>Storm Category</u> <u>(Feet)</u>	<u>Barometric Pressure (Inches)</u>	<u>Winds (MPH)</u>	<u>Storm Surge</u>
1	28.94	74 – 95	4 – 5
2	28.50 – 28.91	96 – 110	6 – 8
3	27.91 – 28.47	111 – 130	9 – 12
4	27.17 – 27.88	131 – 155	13– 18
5	27.17	155	18+

Description of Categories

Category 1: Winds 74 to 95 MPH - 4 to 5 foot storm surge. Damage primarily to shrubbery, trees, and unanchored mobile homes. No real damage to other structures. Some damage to poorly constructed signs. Low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings.

Category 2: Winds 96 to 110 MPH - 6 to 8 foot storm surge. Considerable damage to shrubbery and tree foliage; some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs; some damage to roofing materials on buildings and some window and door damage. No major damage to buildings. Coastal roads and low-lying escape routes inland cut by rising water two-four hours before arrival of the hurricane's center. Considerable damage to piers. Marinas will flood and small craft in unprotected anchorages may be torn from moorings.

Category 3: Winds 111 to 130 MPH - 9 to 12 foot storm surge. Foliage torn from trees and large trees blown down. Practically all poorly-constructed signs blown down; some damage to roofing materials of buildings; some window and door damage; and some structural damage to small buildings. Mobile homes destroyed. Serious flooding at coast and many smaller

structures near coast destroyed; low-lying escape routes inland cut by rising water three-five hours before the hurricane's center arrives.

Category 4: Winds 131 to 155 MPH - 13 to 18 foot storm surge. Shrubs and trees blown down; all signs down. Extensive damage to roofing materials, windows and doors; complete failure of roofs on many small residences; complete destruction of mobile homes. Major damage to lower floors of structures near shore due to flooding and battering by waves and floating debris.

Category 5: Winds 156 MPH and above - 18 foot and above storm surge. Shrubs and trees blown down; considerable damage to roofs of buildings; all signs down; very severe and extensive damage to windows and doors; complete failure of roofs on many residences and industrial buildings; extensive shattering of glass in windows and doors; some complete building failures; small buildings overturned or blown away and complete destruction of mobile homes. Low-lying escape routes inland cut by rising water three/five hours before the hurricane's center arrives.

Stages of A Storm – Progression Of Alerts And Warnings

CODE	LEVEL	SPECIFICS
BLUE	Tropical Storm Watch	Threat of a tropical storm south of Cuba threatening to cross Florida or enter the Gulf within 36 hours.
YELLOW	Hurricane Caution	Strong potential for strengthening into a hurricane, passes into or develops within the Gulf of Mexico.
ORANGE	Hurricane Watch	Threat of hurricane conditions within 48 hours. Hurricane Watch has been issued.
RED	Hurricane Warning	Threat of hurricane conditions within 24 hours or less. Hurricane Warning has been issued.

Tropical Storm Watch: - The alert given when a tropical storm poses a threat to a certain coastal area within 36 hours.

Tropical Storm Warning – A tropical storm is expected to strike within 24 hrs. with sustained winds of 39 to 73 mph.

Hurricane Watch – The alert given when a hurricane poses a threat to a certain coastal area within 36 hours.

Hurricane Warning – A hurricane is expected to strike within 24 hours with sustained winds of 74 mph. or more accompanied by heavy rains and high waves.

Hurricane Plan Outline

The Port St Joe Marina Hurricane Plan Covers the Following Areas

- Emergency Phone Numbers/Radio Frequencies for Gulf County.
- Phase I - Hurricane Watch.
- Phase II – Hurricane Warning.
- Phase III - During the hurricane.
- Phase IV - Follow up and recovery.
- General hurricane precautions and instructions for Boat Owners.
- Specific instructions for shutting off fuel service, electric and water to docks.

Specific Information for Gulf County Interests
Important Phone Numbers

EMERGENCY	911	Port St Joe Police Dept.	(850) 229-8625
Gulf County Emergency Management		(850) 229-9110	
Gulf County Sheriff	(850) 227-1115	U.S. Coast Guard	(850) 234-4228

Important Radio Frequencies

AGENCY	CHANNEL	FREQUENCY
U.S. Coast Guard	16/22	156.80 MHz
NOAA Weather Radio, West Palm Beach	½	162.475 MHz

Phase I

Hurricane Watch- CODE ORANGE

72 - 48 hours prior to landfall

When a hurricane watch is announced all marina personnel will go on a 24hr alert. Personnel will be required to be available and stand-by to be contacted for immediate recall to the marina. Maintain a close eye on weather conditions and be prepared to switch to Phase II if storm speed and intensity increases. Collect all newspaper articles, fire chief notices, and or relevant information as it relates to the mandatory evacuations; including both residential and non-residential evacuations.

All vessels in the marina will be contacted and asked to evacuate the facility.

Wet slip evacuation is strongly advised. As stated in the introduction, every effort will be made to have all boats evacuate the marina as soon as a hurricane is predicted to make landfall along the Northwest Florida coast.

Boats That Cannot Evacuate Port St Joe Marina

Any boat owner that is not able to remove their vessel from the marina will be given instructions on how to secure their vessel. If time permits and space is available, vessels should be spaced out to leave room for maneuvering and setting up additional lines. All vessels remaining in the marina must have their batteries fully charged - all electricity on the docks will be shut down if the Hurricane Watch is upgraded to a Warning.

Marina

It is recommended that the marina and boat owner stock emergency equipment and supplies such as extra mooring lines, lumber for fender boards, chafing gear, flashlights and batteries. Our high volume GPH pump should be easily available for use in an emergency situation.

Preparation of Marina Grounds and Docks

1. Notify personnel that the facility is on a hurricane alert. Staff should commence preparations for putting the hurricane plan in action.
2. Encourage marina staff to begin personal storm preparations. Rotate staff to allow time for them to prepare their homes.
3. Marina staff should begin contacting vessel owners/captains in order to begin removing vessels from the facility, if possible. Maintain a list of departing boats, vessel location and estimated return date.
4. At this time no dry barn or outside rack customers will be splashed into the water to go fishing, boat riding, tournaments, etc.
5. Attempt to secure a rental truck for removal of equipment: St Joe Rent All (850) 227-2112, Budget Truck Rental – (850) 234-8551, Penske Truck Rental – (850) 233-6567, U Haul – (850) 769-3268.
6. Contact Sea Tow at (850) 227-4049 and arrange for them to be on site for cleanup immediately following the storm.
7. Contact Petro Flow (Dwain Sapp) at (850) 527-0079 to arrange for fuel pumps to be pulled from the dock and then reinstalled after the storm.
8. Contact Scott's Electric at (850) 596-0558 or Phil Mc Croan (850) 340-1375 to arrange for repair of electrical equipment after the storm.
9. Contact local fuel distributor and fill both fuel tanks to capacity. Ensure tank caps are locked and secure.
10. Contact Prestige Ice at (229) 672-0417 and see if they can deliver additional ice boxes and ice prior to the storm.
11. Take down large signs, bikes, outdoor furniture, gas grill, antennas or other removable items subject to wind damage.
12. Remove dock trash receptacles and store in the barn.

13. Dock carts should be available for guest use until 24 hours prior to landfall, then moved to the barn.
14. If time permits, remove loose dock boxes and store in the barn. Identify each box (label with grease pencil, masking tape, etc.) prior to moving.
15. Bring storm window covers from the barn and prepare for installation.
16. Process and mail all paperwork that can be completed immediately. Deliver mail directly to Post Office or FedEx. Set all new paperwork aside to be completed after the hurricane.
17. Box important records for removal. Back up important digital records on removable hard drives. Remove all electronic equipment (except for server, main POS computer and printer) and prepare for storage.
18. All life rings and fire extinguishers should remain on docks.
19. Petty Cash box and operating checks will go with the Marina Manager.
20. Boat keys will go with the Dock master.
21. All bank deposits are to be made immediately.

Phase II

Hurricane Warning- CODE RED

24 hours prior to landfall

If a Hurricane Warning has been issued for our area, there is a high likelihood a hurricane will make landfall near the marina. The following activities should be in progress or nearing completion. All vessel removal operations should already be underway and completed during this period. Plans for securing remaining vessels should be in place. Marina personnel should be released no later than twelve hours of landfall.

1. All vessel protection and securing operations should be completed with a final check of doubled mooring lines, tied off with sufficient slack and fender boards and/or other protective equipment in place.
2. Remove server, main POS computer, printer and prepare for storage.
3. All vehicles should be removed from the marina.
4. Prepare list of boats remaining in the marina, along with contact information.
5. Conduct thorough videotaped walkthrough of entire facility, with particular attention paid to any vessels remaining in the marina.
6. Employees will not staff the facility during the storm. Instructions for reporting back to work after the storm will be given prior to release. Emergency access passes will be distributed to core personnel to facilitate their return.
7. Before evacuating the facility, ensure that all remaining equipment is secured, forklift is secured in dry storage and all gates and building doors are locked and secured.

Prior to shutting down the power, all vessels in the marina will be instructed to clear the docks of any and all equipment related to the vessel. All vessels should have lines doubled up,

batteries fully charged and all electrical and water connections disconnected and removed from the dock.

After all the vessels are properly secured, all personnel attached to the vessel will be instructed to leave the marina immediately when their vessel is secured. **No one will be allowed to stay in the marina on board any vessel.**

At this point the marina will be secured and all power, water and other services to the docks will be shut down and fuel supply lines will be closed. When the docks are evacuated of all personnel, access to the docks will be prohibited. Included at the back of this plan are instructions and drawings with the locations of all water mains, electrical circuits and procedures for shutting them down.

Phase III

During the Hurricane

Port St Joe Marina must be evacuated of all personnel if and when local authorities deem it necessary. Employees will not staff the facility, and boat owners will not be permitted to stay on board any vessel during the storm. Until the storm has passed, marina personnel are advised to stay in a protected area until local authorities have announced that dangerous winds and flooding are no longer a concern.

Phase IV

Follow Up and Recovery

The hurricane may cause extensive damage; flooded roads, downed power lines, and washed out beach in coastal areas. While checking the condition of the facility is of primary concern, there may be limitations that impede us from accessing it. As personnel return to the facility and begin the preliminary damage assessment process, they should pay particular attention to any safety issues. **Personal safety of boat owners and marina personnel is of paramount importance.**

1. Be aware of possible downed electrical wires that should be considered "HOT" and avoided until the power company [**Progress Energy** 1-800-228-8485; account #'s 3345267373; 3367309352; 3411428524; 0785883249; 1906455482], or maintenance personnel are notified [**Scott's Electric** (850)227-8771; or **Phil McCroan** (850)340-1375].
2. Clearly mark and block any hazardous areas. Install signs informing the public that the marina is off-limits to unauthorized personnel.
3. Once it is safe, conduct thorough videotaped walkthrough of entire facility. If possible, take high-res digital photographs of damaged areas. Save photos to disk and label accurately by date, location, etc.
4. Electrical equipment that has been submerged in water should not be started until it has been checked and repaired as necessary. Contact Scott's Electric at (850) 596-0558 or Phil McCroan at (850) 340-1375 to inspect any submerged

electrical equipment prior to reenergizing. **No one is to activate any electrical systems prior to inspection by a licensed electrician.**

5. Visually inspect any remaining vessels and contact SeaTow at (850) 227-4049 to arrange any hazardous waste cleanup.
6. Once the fuel dock has been inspected and it is safe to resume fueling operations, contact Petro Flow (Dwain Sapp) at (850) 527-0079 to arrange for inspection of fuel system and fuel dock dispensers.
7. Contact local fuel distributor to determine availability of fuel.
8. Broken sewer or water mains should be reported immediately to either the utility company responsible for repair or to the maintenance personnel if owned and maintained by the facility [**City of PSJ** (850)229-8261; account # 1-07-03354-00; 1-07-03358-00; 1-07-03350-01 or **Frankie Williams** (850)527-9608 or **Flossy** (850)625-5432].
9. Wet electrical equipment, such, radios, computers, calculators, etc. should be inspected and repaired or replaced as necessary, prior to operation.
10. Prepare a written assessment of damages as soon as possible. Estimate damages to docks and other marina facilities: Marina office, electrical transformers, electrical service, and telephones.
11. If there has been any theft, vandalism, loss or damage to the facility other than storm related, a report should be made to local police or other law enforcement authorities so that appropriate actions can be taken. The incident report number and, if possible a copy of the incident report, should be obtained to substantiate any insurance claim or IRS property loss reporting.
12. While it is understandable that immediate repairs may need to be undertaken, all actions taken during the course of repairs to any insurance adjustment should be properly documented and filed. In the case of property damages, appraisers assigned by our insurance company will be involved in assisting with the adjustment. Insurance companies will establish storm claim offices to handle the numerous claims after a hurricane strikes.
13. It is obvious that third party vessel owners, captains, caretakers and others with vessel interests will inquire as to the status of their vessel. These inquiries should be fielded as best as possible, especially if there is no damage to their property. Notification of any vessel damage should be made as soon as possible.
14. While vessel owners may want to return to the marina as soon as possible, they should be advised as to the situation at the facility and as to the availability of berthing facilities for their vessel. If damages preclude the facility from providing a berthing space for the vessels, owners should be so notified and advised as to when the facility may be available to provide a berth.
15. If the facility is relatively undamaged, then efforts should be made to become operational and provide facility services to those who are not so fortunate.
16. Controlled access and/or security at the marina may be required. No one should be allowed on the property except owners/captains of boats in the marina, salvage contractors, repairers, estimators, surveyors, adjusters and appraisers.

General Hurricane Precautions and Instructions for Boat Owners

Precautions:

1. **Boat owners are strongly encouraged** to remove boats from Port St Joe Marina. If you do not have a hurricane refuge and must secure your vessel at Port St Joe Marina, you should develop a plan of action and specifically identify and assemble needed equipment and supplies. Keep them together and practice your plan to ensure it works before hurricane season.
2. **Arrange for someone locally to carry out your plan** if you are out of town during the hurricane season.
3. **Check your dockage agreement** – know your responsibilities and liabilities if you cannot leave the marina before a hurricane hits. Port St Joe Marina will not be responsible for damage to, or created by your vessel during a storm.
4. **Consolidate all records**, including insurance policies, a recent photo of your vessel, vessel documentation, equipment inventory, lease agreement with the marina and telephone numbers of appropriate authorities, i.e., Marina Manager, Coast Guard, insurance agent, National Weather Service, etc., and keep them in your possession. They may be needed when you return to check on your boat after the hurricane.
5. **Maintain an inventory of both** the items removed and those left on board. Items of value should be marked so they can readily be identified.
6. **Before a hurricane threatens**, analyze how you will remove valuable equipment from the vessel and how long it will take, so you will have an accurate estimate of the time and work involved. When a hurricane is impending, and after you have made mooring provisions, remove all moveable equipment such as canvas, dinghies, radios, and other expensive equipment that is removable. Lash down everything you cannot remove. Make sure your bilge pumps are working and your batteries are fully charged. Electrical power to the docks will be shut down.
7. **Do not remain on your boat** during a severe storm. When wind and seas warrant, marine agencies remove their boats from service and will not be able to rescue anyone in port during the storm.
8. **Specific instructions will be printed** and placed on the counter in the marina office during hurricane season and will be re-distributed to vessels in the marina as soon as a Hurricane Watch for Gulf county is issued. They are included in this plan as point of information for marina personnel. *The General Hurricane Precautions and Instructions for Boat Owners* will also be kept on file in our computers under *My Documents* in MS Word as *Boat Hurricane Precautions and Instructions.doc*. A hard copy is included in the back section of this plan and will be kept in the managers file drawer under “Hurricane Procedures”.

Securing a Boat at Port St Joe Marina During a Storm.

1. **Double all lines.** Rig crossing spring lines fore and aft. All of the cleats on the docks at Port St Joe Marina are thru-bolted. If room permits, the marina will spread out all vessels with sufficient space between them. This may require moving your vessel to a different dock.
2. **Cover all lines at rough points** to prevent chafing. Wrap with tape, rags, and split rubber hoses, etc. Install plenty of fenders to protect the vessel from rubbing against the dock and other boats.

3. **Batteries should be fully charged** and checked to ensure their capability to run automatic bilge pumps for the duration of the storm. Consider backup batteries. Cut off all devices consuming electricity except bilge pumps.
4. **Enhance the watertight integrity of your vessel** both above and below the waterline. Seal windows, doors and hatches if necessary, with duct tape. Shut seacocks and cap off or plug unvalved through-hull fittings such as sink drains.
5. **Do not stay aboard**. Winds during a hurricane can exceed 100 mph and tornadoes are often associated with these storms. All vehicles on the property must be removed. Stay tuned to news broadcasts and weather advisories concerning the hurricane so that you will know when the danger has passed. The following is a recommended web site to keep track of hurricanes and severe storms- <http://www.nhc.noaa.gov/> It is advisable to bookmark this site on your web browser.
6. **After the hurricane** has passed, there may be extensive damage to the area. While checking the condition of your vessel is an important concern, there may be limitations such as flooded roads and downed power lines. A check of your vessel should be made as soon as practicable to determine its condition and security. The staff at Port St Joe Marina will return to the property as soon as feasibly possible; however, please bear in mind they will be busy correcting and surveying damage to the marina and might not have the time or ability to access your vessel to give you a report over the phone.

Shutting Down Services

Electric:

Prior to shutting down the main electric, power to the docks all the individual power post breakers on the docks must be in the OFF position. Also, prior to turning the main breakers back on, you must check all power post breakers to make sure they are all still in the OFF position. Failure to do this may destroy the circuitry in the power post due to a sudden surge when you turn on the main breakers. This also applies to all electric switches in the office, computer, restraint, storage barn, Seahorse Water Safaris tours and any other electric switches on the property. On the following pages are pictures of the various breaker switches and their locations.

Shutting Down All Electric Power in the Marina

There is a small fenced in area on the East side of the buildings. Inside this area are electric cabinets.

Inside the large stainless cabinet on the North side of the fenced in area are the main breakers for the South, middle and North docks, lift stations and main fuel tanks.

On the opposite side (South side) are the main breakers for the marina office and the Dockside Café Restaurant.

The main breaker for shutting all electric to the storage barn is located in the Northeast corner of the building in the Seahorse Water Safaris storage area. This breaker will also shut down the Dockside Café walk-in cooler, ice machines and an air-conditioner in the restaurant. Before shutting down the barn, you must advise the management of the restaurant, so they may make arrangements to remove all the provisions stored in the walk-in cooler.

The West dock breakers are in a separate box located outside of the fence on the North side.

Main Fuel Tanks

Additional shut off switches to both the gas and diesel main tanks are located in the shrubs directly behind the tanks inside the marina compound. Shutting down the fuel supply is of maximum priority to prevent spillage if a rupture occurs in the fuel lines at the dock. Although the main breaker may be sufficient to be on the safe side, you should also shut down these breakers. On the following pages are pictures of these breakers and their locations.

Water

There are 2 valves to shut off the water supply to everything but the storage barn. They are located in a grassy area on the left side of the walkway in back of the cart storage area on the ground is a PVC pipe with cut outs on the bottom which is used to shut the valves down. On the following pages there are pictures showing the exact are. Due possible breaks on the docks during a hurricane, they must be shut off.

Do not shut off the main water valve for the storage building - in addition to the spigots in the work area it also feeds the fire system for the rack storage building.

Visual Instructions for Shutting Down Electric/Water and Fuel Service to the Docks – Refer to photos and diagram

Electricity Shut Down



The large cabinet contains the breaker switches for Lift Pump, North and Middle Docks and the main switches to shut down the power to the main fuel tank's pumps.



Inside panel of the large stainless steel cabinet.

This On/Off Switch shuts down the Ships Store and Marina Office.

This cabinet is located on the opposite side of the large cabinet containing the breakers for the North and Middle Docks.





These panels shut down electricity to the West Docks. They are located at the Jetty Park near slip West 16.

There is an additional On/Off switch on the back of this panel that should be in the "Off" position during storm conditions.

Fuel Shut Down



Fuel Shut Off valves are located in the fuel sump under this panel. The panel is located on the deck next to Dockside Café.

Water Shut Down



Water shut off valve is located on 340 Marina Drive and is physically placed in the road to the right side of Local Color.

This valve shuts off water to the entire marina.

Contact Information

Marina Director Daniel Fussell 850.596.5746

Dock Master Rodney Besore 850.340.0508

Marina Office 850.227.9393

Marina Fax 850.227.9394

Patrick Murphy
Senior V.P. of Operations
Work -850-231-6408
Cell – 850-200-3522
patrick.murphy@Joe.com

Luis Leon
Water Color Resort
Work 850-231-7110
Cell-850-420-5521
luis.leon@stjoecclub.com

Elizabeth Forsythe
Asset Coordinator
Work -850-231-7406
Cell – 850-585-5290

Janette Ament-Pierce
Risk Management
Work -425-636-5641

Emergency Contact Procedures

It is very important to our marina customers that we keep them informed as potential storms approach, and maintain an open line of communication during *and* after storm events.

Telephone Land Line

If time permits, marina staff should make every effort to contact each boat owner individually to warn them of an approaching storm find out their storm plans.

Email

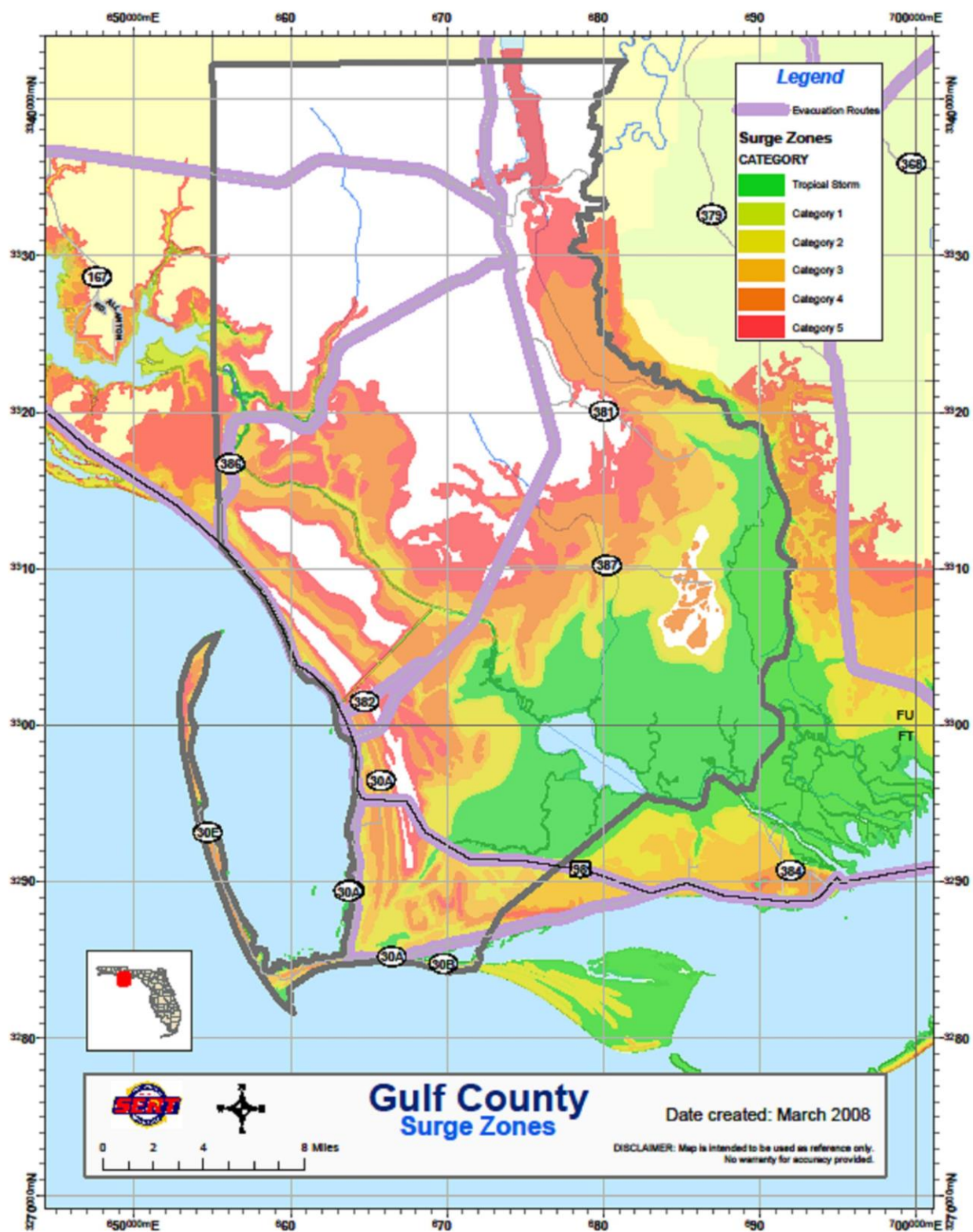
Email is a valuable tool that can be relied upon to quickly and accurately dispense information to marina customers about an approaching storm. Marina staff must keep an updated email list at all times and use a bulk email program to send out updates in a timely fashion.

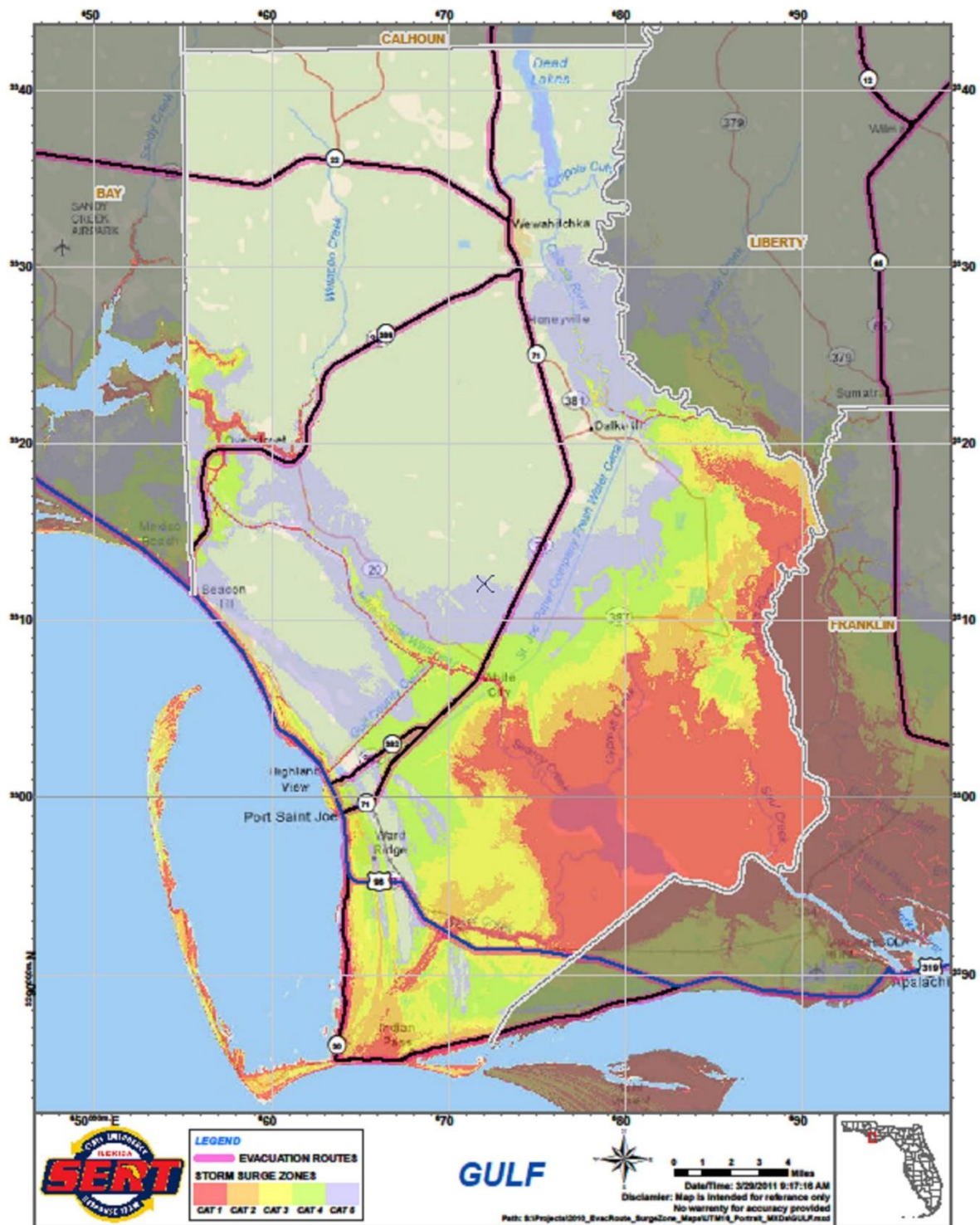
Cell Phones

Cell phones will be used extensively in the hours before the storm, but limited connectivity should be expected in the days immediately following a major storm. Extensive power outages will also impact cell phone usage as batteries die. All employees with marina issued cell phones must carry an additional battery and car charger. Text messaging may also be relied upon in areas with extremely limited connectivity.

Facebook

In the event of a major storm, it is likely that our customers and staff will be dispersed across several states. We can expect them to have limited access to email, though many of them will be able to access social networking sites such as Facebook (www.facebook.com). Port St Joe Marina's Facebook account will be an important tool and should be used for dispensing short, timely messages about an approaching storm, and one of our main messaging outlets after the storm.





Hurricane Notifications

To be posted on Websites
& recorded messages left on the Disaster Relief lines for Operation Updates.

www.watercolorresort.com
30avacationrentals.com
www.Thepearlrb.com
www.campcreekgolfclub.com
www.originsgolfclub.com
www.watersoundbeachclub.com
www.sharkstoothgolfclub.com
www.stjoecclub.com

Below is a guide to use for communication for emergency updates and may be tailored by event:

1. The first notification will be issued when a hurricane enters the Gulf of Mexico.

Hurricane (name) has entered the Gulf of Mexico. While it is unlikely that this storm will influence the weather conditions of the northwest Florida coastal areas, it is recommended that you observe the progress of the storm prior to departing for reserved lodging accommodations in the area. Please call (Property Name's) main reservation number if you have any questions.

2. A second notification will be issued upon an announced hurricane watch.

A hurricane watch has been declared for the Gulf Coastal area of Walton & Bay County, which includes (Property Name). While no official evacuation order has been ordered, caution is recommended and you may wish to delay your visit until weather conditions have improved. Please call (Property Name's) main reservation number if you have any questions.

3. A third notification will occur with the announcement of a hurricane warning.

A hurricane warning has been declared for the Gulf Coastal areas of Walton & Bay County, which includes (Property Name). It is highly recommended that you do not depart for the area until the warning has been lifted and weather conditions improve. If you are currently in the area, please familiarize yourself with evacuation routes and consider relocating to a nearby shelter. Call the (Property) hotline

if you have any questions. (The underlined words will be hyperlinked to appropriate documents/links)

4. A fourth notification will occur when an official mandatory evacuation notice has been received.

A mandatory evacuation has been ordered for the Gulf Coastal areas of Walton & Bay County, which includes (Property Name) due to Hurricane (name). If you are currently in the area, you must evacuate immediately. See evacuation routes and shelter locations. Call The (Property Name) hotline if you have any questions.

5. A fifth notification and final "all clear" notification will be issued when the threat of the hurricane has passed.

As of (date, time), the danger of Hurricane (name) for northwest Florida, including Walton & Bay County has passed and is no longer a threat. You are encouraged to continue with your planned visit to the area. We look forward to seeing you at (Property Name)

6. A notification of damage to the Property, and operation status is "we are closed".

As of (date, time), (Property Name) has been impacted by Hurricane (name) and is currently closed. Status updates will continue to be posted on this website.

Property Hotlines:

866.785.6318 231-7181 Disaster Relief Hotline- WaterColor Inn & 30A Vacation Rentals. (MEMBERS & GUESTS)- Updated by the Director of Marketing- Resorts

866.563.0077 231-7182 Disaster Relief Hotline- All Clubs (MEMBERS & GUESTS)- Updated by the Marketing Coordinator Clubs

844.563.5627 231-7183 Disaster Relief Hotline- Pearl (MEMBERS & GUESTS). Updated by the Director of Marketing- Resorts.

Employee Hotline for Disaster Relief Updates:

866.563.0300 231.7184- Disaster Relief Hotline- All Employees. Updated by the Director of Training & Quality Assurance- HR- ALL PROPERTY INFO

J: Fire Evacuation Plan

PURPOSE

The purpose of this plan is to establish procedures for the systematic, safe, and orderly evacuation of the building by its occupants in case of fire or other emergency.

OBJECTIVES

- a. The primary objective of this plan is to minimize and/or prevent injury and property damage to the hotel.
- b. The secondary objective is to provide proper education as part of the continuing training program for all occupants, to assure the prompt reporting of a fire and the proper response to fire alarms, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the fire department. This Fire Safety plan will be placed into effect by designated emergency evacuation personnel upon activation of fire alarms or notification of any emergency condition.

EQUIPMENT INFORMATION

The design of our building incorporates the following features to insure maximum fire and life safety.

- Automatic smoke detection system: All locations have smoke detectors. The corridors have smoke detectors. There is smoke detector in each of the emergency exit stairwells, in the kitchens and pro-shops, golf course

maintenance buildings, and retail spaces, the main Fire Alarm Control Panel is located in the main office/ clubhouse areas.

- Manual Pull Fire Alarm Stations are located on each floor, in the restaurant, basements, and retail spaces.
- An emergency generator or battery pack powered lighting system will provide electrical power sufficient for evacuation purposes.
- Fire extinguishers are located in the main clubhouse, golf course maintenance, and in restaurants & kitchens.
- All emergency exits are marked with illuminated EXIT signs.
- Automatic sprinkler system located throughout the buildings.
- Fixed hood extinguishers are located in the kitchens.

FIRE SAFETY ORGANIZATION

To effectively implement the provisions of this Fire Safety and Emergency Evacuation Plan, a Fire Safety Organization for each Club facility will be established and staffed as follows:

FIRE SAFETY DIRECTOR: Daniel Fussell, Director of Marinas
DIRECTOR OF STAFF MEMBERS: Marina MOD
911 CALLER: Staff

FIRE SAFETY DIRECTOR

The Fire Safety Director shall be an individual who spends the majority of the workweek in the building and is knowledgeable of its operation. The Director's duties will include, but not be limited to the following:

- a. Be thoroughly versed with this Fire Safety and Emergency Evacuation Plan.
Periodically review the plan to insure that it is current, and incorporates all administrative, technical and operational changes.
- b. Insure that staff is assigned duties for help during evacuation.
- c. Conduct fire drills.
- d. Conduct training for staff on evacuation procedures

DIRECTOR OF STAFF MEMBERS

Director of Staff Members will be and individual who will keep the Department Supervisors & Staff informed of fire procedures and ensure all staff members are accounted through their department heads in case of an emergency evacuation occurs. The individual will also be in charge of assigning duties to staff members during a fire alarm as directed by the MOD/Fire Safety Director and ensure that they have safely evacuated the building once their duties have been performed. Director of Staff Members will also be in charge of directing employees to the assembly point of the farthest point from the clubhouse in the parking area of all club locations.

PERSON TO CALL 911

Someone will be assigned to call 911 immediately upon an emergency situation, or Fire Alarm Activation.

FIRE PROCEDURE

- If a fire alarm is sounded, the Manager, Manager on Duty, the Fire and Safety Director, and other staff members will immediately assemble at front of the Marinas buildings. The only exception will be persons assigned to specific

evacuation duties. They will help assist the **Director of Staff Members** to coordinate locating the fire. **DO NOT SILENCE OR RESET THE FIRE ALARM** until you are instructed to do so by the fire department.

- GCM Department report to the designated parking lot location.

MAIN OFFICE CLERKS OR TEE TIMES (all shifts)

A. Call 911. Give the fire department the following information:

1. Name of Club
2. Address of Club
3. Location of Alarm within the Club
4. Type of Alarm (Smoke, Pull Station)
5. As much other information as requested by fire department
6. **NEVER HANG UP FIRST.** Always wait for the fire department to hang up before doing so yourself. They may need additional information and hanging up too soon will only delay their operation.

B. **Director of Staff Members/MOD** will meet the fire department at front of the marina property. Provide keys and advise of situation, rooms occupied, and persons needing special assistance.

EMERGENCY KEYS FOR FIRE DEPARTMENT

A. Master key for all Club locations should be located on the key ring in the main office of each location.

DUTIES BY DEPARTMENT

- A. Manager on duty will assign duties to staff members based upon emergency situation.
- B. All staff report to the designated spot in the parking lot to be accounted for and to get instruction from the Director of Staff or the manager on duty.

RESPONSIBILITY

It is the responsibility of every employee to report any smoke or fire or evidence of a fire to the hotel operator to sound a fire alarm. If at all possible, the employee should:

1. Rescue - This rescue should be limited to anyone in immediate danger from the fire itself, i.e. anyone in a room where a fire is located should be removed. Use of best judgment must be exercised.
2. Alarm - Pull the fire alarm and call the SJCR operator – dial 0. Give the operator your name, the exact location of the fire and, if possible, what is burning and how extensive the fire has become. Operator will call 911.
3. Contain - Close the door to the fire area to keep the fire contained as much as possible. Clear hallways of obstruction.
4. Evacuate- **EVACUATION SHOULD BEGIN IMMEDIATELY** with sounding of fire alarm or discovery of a fire.
5. **NEVER USE ELEVATORS IN THE EVENT OF FIRE.** Always use the stairs to get to or from a location.
6. **NEVER OPEN ANY DOOR INTO A FIRE AREA** before checking to see if it is smoking or if smoke is visible. Feel the door to see if it is hot, using the back of your hand only. Do not open the door if it is hot.
7. **NEVER RE-ENTER OR ALLOW ANYONE TO RE-ENTER THE BUILDING WITHOUT PERMISSION FROM THE FIRE DEPARTMENT.**
8. **NEVER SILENCE OR RESET THE FIRE ALARM SYSTEM WITHOUT PERMISSION FROM THE FIRE DEPARTMENT.**

FIRE EVACUATION PROCEDURES MEETING/BANQUET ROOMS

1. Check and evacuate all meeting/banquet rooms immediately upon the sounding of the Fire Alarm.
2. Evacuate all guests through nearest exit and direct them to furthest point of the clubhouse parking lots.
3. Staff should close all banquet/meeting room doors after all guests have been evacuated.
4. All personnel evacuate via the nearest exit and assemble in the designated furthest point of the marina. All evacuees must be at least 100 ft away from the building.
5. Await further instructions from the fire department.
6. Do not allow re-entry into the building or meeting/banquet rooms until permission is given by the fire department.

If You Discover a Fire, or See or Smell Smoke - RACE

R- Rescue persons in immediate danger if you can safely do so.

A- Activate fire alarms by pulling the nearest fire alarm pull station and call the fire department at 9-1-1.

C- Contain fire and smoke by closing as many doors to the fire area as possible.

E- Evacuate immediately all persons to the assembly area, **Extinguish** with portable fire extinguisher only if the evacuation has already begun, the fire department has already been called, you do not put yourself or anyone else in danger, the fire is very small and contained, and you have been trained on how to operate a fire extinguisher.

FIRE EVACUATION DRILLS AND TRAINING

Fire evacuation drills will be done as needed and required by code (**1 per quarter**) as a continuing part of the fire safety education program for the building. All personnel occupying the building will participate in the drills.

Details of drills and evaluation of their effectiveness will be maintained on record by the Fire Safety Director. This information will be available for examination by Walton & Bay County Fire Department personnel as requested.

All drills begin with the sounding of the "fire alarm" horns on the floor having the drill.

Please notify the Walton County Fire Department Communication Center at (850)-267-1298, before and after each drill.

All staff members will be trained on the evacuation plan as needed.

The Furthest point of the clubhouse parking lots are the assembly locations for guests & staff.

K: Active Shooter Plan

PURPOSE

The purpose of this plan is to establish procedures for the systematic, safe, and orderly evacuation of the building by its occupants in case of active shooter incidents or other emergency.

OBJECTIVES

- a. The primary objective of this plan is to minimize and/or prevent injury and property damage to the hotel.
- b. The secondary objective is to provide proper education as part of the continuing training program for all occupants, to assure the prompt reporting of a fire and

the proper response to fire alarms, and the immediate initiation of fire safety procedures to safeguard life and minimize injuries until the arrival of the local authorities. This Active Shooter Safety plan will be placed into effect by designated emergency evacuation personnel upon activation of fire alarms or notification of any emergency condition.

SAFETY ORGANIZATION

To effectively implement the provisions of this Active Shooter Safety and Emergency Evacuation Plan, a Safety Organization for hotel will be established and staffed as follows:

FACILITIES MANAGER & "SAFETY DIRECTOR": Daniel Fussell, Director of Marinas
DIRECTOR OF STAFF MEMBERS: Marina MOD
911 CALLER: Staff

SAFETY DIRECTOR

The Safety Director shall be an individual who spends the majority of the workweek in the building and is knowledgeable of its operation. The Director's duties will include, but not be limited to the following:

- a. Be thoroughly versed with this Active Shooter Safety and Emergency Evacuation Plan. Periodically review the plan to insure that it is current, and incorporates all administrative, technical and operational changes.
- b. Insure that hotel staff is assigned duties for help during evacuation.
- c. Conduct yearly drills.
- d. Conduct training for staff on evacuation procedures

DIRECTOR OF STAFF MEMBERS

Director of Staff Members will be and individual who will keep the Department Heads informed of active shooter procedures and ensure all staff members are accounted through their department heads in case of an emergency evacuation occurs. The individual will also be in charge of assigning duties to staff members during an occurrence as directed by the MOD/ Safety Director and ensure that they have safely evacuated the building once their duties have been performed. Director of Staff Members will also be in charge of directing employees to the assembly point of the Rosemary Beach, North Barrett Square, located to the north of the hotel, across 30A, where a head count can be made and staff members accounted for.

PERSON TO CALL 911

Someone will be assigned to call 911 immediately upon an emergency situation.

ACTIVE SHOOTER PROCEDURE

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- ❑ Be aware of your environment and any possible dangers
- ❑ Take note of the two nearest exits in any facility you visit
- ❑ If you are in an office, stay there and secure the door
- ❑ If you are in a hallway, get into a room and secure the door
- ❑ As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- ❑ **CALL 911 WHEN IT IS SAFE TO DO SO!**

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. **Evacuate.** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- ❑ Have an escape route and plan in mind
- ❑ Evacuate regardless of whether others agree to follow
- ❑ Leave your belongings behind
- ❑ Help others escape, if possible
- ❑ Prevent individuals from entering an area where the active shooter may be
- ❑ Keep your hands visible
- ❑ Follow the instructions of any police officers
- ❑ Do not attempt to move wounded people
- ❑ Call 911 when you are safe

2. **Hide out.** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- ❑ Be out of the active shooter's view
- ❑ Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- ❑ Do not trap yourself or restrict your options for movement
- ❑ To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture

If the active shooter is nearby:

- ❑ Lock the door
- ❑ Silence your cell phone and/or pager
- ❑ Turn off any source of noise (i.e., radios, televisions)
- ❑ Hide behind large items (i.e., cabinets, desks)
- ❑ Remain quiet

If evacuation and hiding out are not possible:

- ❑ Remain calm
- ❑ Dial 911, if possible, to alert police to the active shooter's location
- ❑ If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- ❑ Acting as aggressively as possible against him/her
- ❑ Throwing items and improvising weapons
- ❑ Yelling
- ❑ Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- ❑ Officers usually arrive in teams of four (4)
- ❑ Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- ❑ Officers may be armed with rifles, shotguns, handguns
- ❑ Officers may use pepper spray or tear gas to control the situation
- ❑ Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- ❑ Remain calm and follow officers' instructions
- ❑ Put down any items in your hands (i.e., bags, jackets)
- ❑ Immediately raise hands and spread fingers
- ❑ Keep hands visible at all times
- ❑ Avoid making quick movements toward officers such as holding on to them for safety
- ❑ Avoid pointing, screaming and/or yelling
- ❑ Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- ❑ Location of the active shooter
- ❑ Number of shooters, if more than one
- ❑ Physical description of shooter/s
- ❑ Number and type of weapons held by the shooter/s
- ❑ Number of potential victims at the location

Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have

been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

ACTIVE SHOOTER DRILLS AND TRAINING

Fire & Emergency evacuation drills will be done as needed and required by code **(1 per year)** as a continuing part of the safety education program for the building. All personnel occupying the building will participate in the drills.

Details of drills and evaluation of their effectiveness will be maintained on record by the Safety Director. This information will be available for examination by county & state authority as requested.

1. Evacuate *if there is an accessible escape path, attempt to evacuate the premises.*

- **Escape Assembly Area:** if possible to exit the building, do so quickly and quietly and assembly at your designated club location for a head count and to await local authorities. (Evacuation Assembly Area below)
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. *Hide out if evacuation is not possible*, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

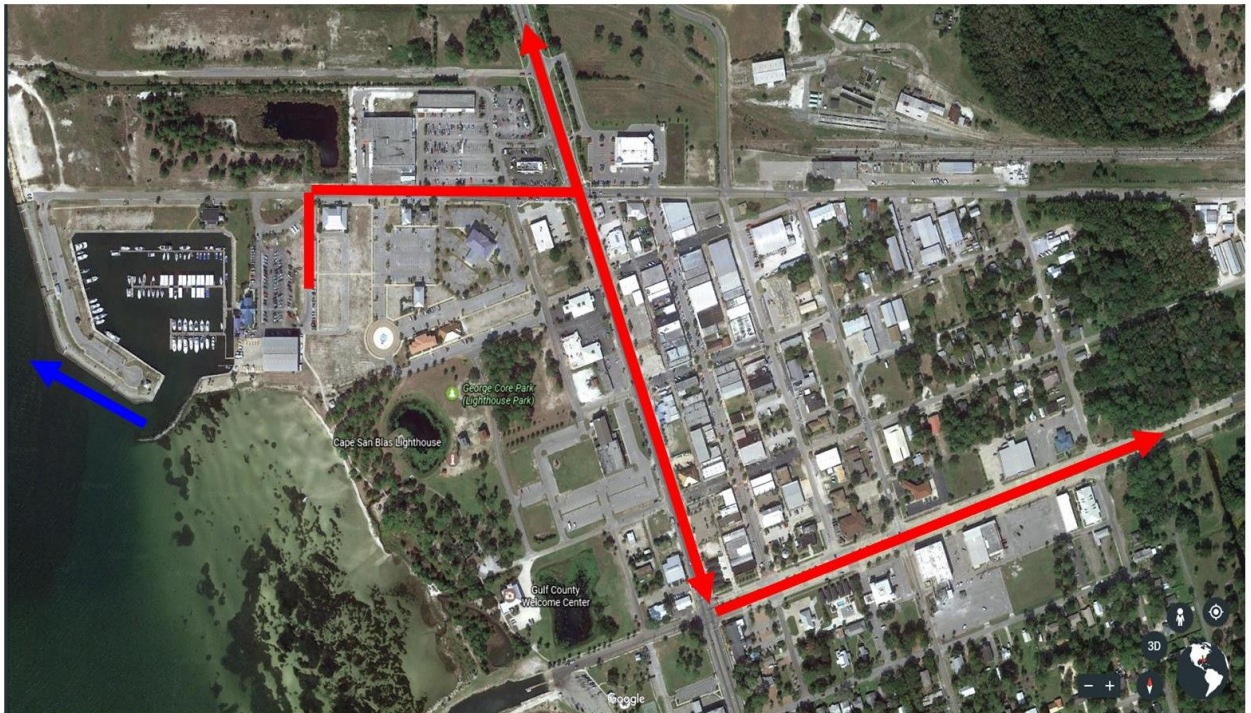
- Lock the door
- Blockade the door with heavy furniture

Evacuation Assembly Area

Bay Point Marina Exit Plan



Port St. Joe Marina



L: Gas Spill Clean Up Procedures

Emergency Response and Cleanup for Small Fuel Spills

- 1st response: shut off fuel values or pumps as soon as notified.
- Evacuate the area of any pedestrians.
- Assess the area for potential threats.
- Call the fire department.
- Notify Patrick Murphy, St. Joe Company, 850-200-3522 (cell) promptly.
- For spills 25 gallons and larger call the SWS Environmental Services Clean up to respond ASAP.

For Small Spills- after Shut Off and area assessment/evacuation-this is under 25 gallons:

Fire departments get many calls to vehicle accidents, spills at gas stations, and other small petroleum spills. These incidents, which can create fire, traffic and pollution threats, can be handled simply.

This fact sheet applies to spills of less than 25 gallons of gasoline, diesel fuel, waste oil, or other engine fluids in non-pervious surfaces.

This guidance does not apply to spills of chemicals, leaks of polychlorinated biphenyl (PCB) oil, or PCB contaminated oil from electrical equipment, such as transformers.

What damage can small spills create?

1. All types of petroleum can create traffic hazards by making roads slippery.
2. All types of petroleum are mixtures of toxic chemicals that, if not recovered, pose health threats in drinking water wells if they percolate into the ground water.
3. Petroleum can kill aquatic life and wildlife if it reaches surface water through a storm sewer.
4. Gasoline can create severe fire hazards near traffic, in buildings, or in sewers.
5. Gasoline in a sanitary sewer can present explosion threats and disable a wastewater treatment plant's ability to treat sewage.

What are the properties of petroleum?

1. Petroleum is a mixture of many chemicals, many of which evaporate quickly. This is especially true of gasoline. That's why it's so flammable and why it evaporates quickly from warm pavement.
2. Many of the compounds in petroleum are toxic - especially if they are in high concentrations. The chemicals in petroleum that do not evaporate quickly are "biodegradable," which means they can be degraded or "eaten up" by bacteria and other microbes in the soil.

3. Optimum degradation occurs if the petroleum is diluted and there is enough air, water and nutrients for the microbes. Firefighters can use these properties of petroleum to their advantage in cleaning up and disposing of waste from small spills.

What are the basic steps in responding to a petroleum spill?

Step 1: Stop the spill.

The leak or spill should be stopped by properly qualified and equipped personnel — if this can be done safely. Turn off nozzles or valves from the leaking container, if it can be done safely. Use a wooden plug, bolt, band or putty on a puncture-type hole.

Step 2: Contain and recover the spill.

If the spill or leak cannot be stopped, catch the flowing liquid using a pan, pail, hubcap, shovel or whatever is available. Spreading sorbent material, such as kitty litter, sand, ground corncobs, straw, sawdust, wood chips, peat, synthetic sorbent pads, or dirt from the roadside can stop the flow and soak up the petroleum on pavement. Sorbents do not make petroleum nonflammable.

"Solidifiers" are powders or liquids that react with petroleum to turn it into a rubbery substance, immobilizing and lowering the vapor levels. Solidifying Absorbents are safe for use on spills, however, their effectiveness depends on how the material is applied and used.

Step 3: Collect the contaminated sorbent.

Brooms can be used to sweep up the sorbent material and put it into buckets, garbage cans or barrels or on top of plastic sheeting. Remember to control ignition sources. Fresh granular sorbent such as sand can then be re-spread on a roadway to control the residual slipperiness.

Step 4: Secure the waste.

If the spill is at a business or if the vehicle in an accident is a commercial vehicle, disposal of the contaminated sorbent is the business' responsibility. The company is required to report spills of petroleum greater than five gallons. The state/local Pollution Control Agency will direct the business on disposal of the wastes.

With the exception of used oil, waste generated from petroleum spills that have been reported and cleaned up immediately are exempt from Hazardous Waste Rules. A fire department can leave the sorbent in the hands of the business that had the spill or leave it at the scene.

If the spill is a very small spill from a car or a "mystery spill," sweeping used sorbent onto a road's shoulder is better than leaving it on the roadway or not using sorbent at all. Alternatively, a fire department may elect to take care of the contaminated sorbent. If so, collect and store the sorbent for later treatment or disposal.

How can fire departments properly dispose of or treat waste?

1. Methods of waste disposal include land treatment, thermal treatment, and incineration.

2. For land treatment, thinly spread the sorbent in an area where it can evaporate and where the bacteria can get plenty of air, water and nutrients for biodegradation, while not causing fire or pollution problems.
3. Select a flat area, preferably with some vegetation and fertile soil, where the property owner does not object. A gravel parking lot can work if a vegetated area is not available. Spread the sorbent across the area and rake, blade or mix it in with the soil. The bacteria will quickly begin to work without creating vapor or pollution hazards. This method of land treatment, called "thin-spreading," is for treating contaminated sand, kitty litter, corncobs and wood chips.
4. Fire departments do not need the local PCA's approval to thin-spread small amounts of spilled fuel where the property owner does not object.
5. Many asphalt facilities in the state are permitted to thermally treat contaminated soils. Contaminated sand or clay kitty litter could be treated in the same manner. Check with State/local PCA for a list of permitted plants that can accept and treat these wastes.
5. A fire department can collect used sorbent in a drum and store and label it like other flammable materials. When the drum is full, arrangements can be made for treatment or disposal. State/local PCA Emergency Response Team will help with these arrangements.
5. Incineration is the only method available for disposing of spent, synthetic sorbent, such as booms and pads. This method is total destruction of the waste. Check with State/local PCA for a list of the permitted facilities in the state and, the Emergency Response Team can assist with these arrangements.

What about washing down spills?

1. The fire department is in charge when a scene presents public safety hazards. Washing down a spill can quickly move petroleum from a roadway. Flushing a diesel or fuel oil spill usually leaves the pavement even more slippery, so sand has to be spread anyway. Washing down a gasoline spill may move the vapor hazard to a storm or sanitary sewer and an underground explosion may result.
2. Petroleum flushed to ditches or storm sewers may travel to streams or lakes, creating fish kills or damage to wildlife. State/local Emergency Response Teams do not recommend washing spills down.

What about using chemicals, such as a detergent or a dispersant, on a spill?

Detergents or dispersants break up petroleum into very small droplets in water. Pollution Control Agencies discourage the use of these products because their use can create additional problems. The petroleum remains dissolved for only a while and then it will reform and float on the water surface. Vapors can then be regenerated in the sewer or the ditch. Sometimes dispersants actually increase the vapor level. The dissolved petroleum is much more toxic to animal life and can travel more easily into the ground.

What if a spill has already reached water in a ditch or pond?

Again, most of the petroleum can usually be recovered by using a sorbent. Use dry straw, grass, corncobs or other natural material that will float. Remove contaminated sorbent straw or grass with a rake and thin-spread it so biodegradation can take place. Synthetic sorbent pads or booms are more efficient and effective. "Oil only" sorbent pads or booms will absorb oil and repel water, float on top of the water and are easily retrievable. With the State/local Emergency response approval, small amounts of contaminated sorbents can be burned in training fires. (Use Oil Absorbent Sweep to absorb broad sheens or surface oil spills off water.)

What if there's a big spill or a chemical spill? Over 25 gallons for all areas

(Including Marina)

Oil & Hazardous Spill Reporting

U.S Coast Guard National Response Center-1-800-424-8802
State Warning Point- 1-800-320-0519

The following information must be provided:

- Name, Address, Telephone Number of Person Reporting
- Name, Address, Telephone Number of Person Responsible
- Date & Time of discharge or release
- Type or name of substance discharged or released
- Estimated amount of the discharge or substance (think in gallons)
- Location or address of discharge or release.
- Size and characteristics of area affected by discharge or release
- Containment & Clean Up actions taken to date
- Other persons or agencies contacted (Bay or Walton County Fire Department)

Petroleum Clean up Services for all properties:

SWS Environmental Services

Panama City Beach, FL 32407

Tel +1 (850) 234-8428

Tel +1 (850) 563-0822

Tel +1 (877) 742-4215

Summary of Petroleum Cleanup Requirements

Florida DEP petroleum cleanup guidelines and requirements in Florida Statute 375 & Fla. Admin. Code 62-770 require approved emergency response clean up contractors in cases of large spills or if the property is unequipped to handle spills or any kind. Hiring of the contractor is required to meet all of the regulatory and technical requirements.

Failure to properly meet requirements may result in civil and/or criminal enforcement action, and recovery of investigative or cleanup costs. Quicker the cleanup= lesser the cost and extent of clean up needed. (note clean up may not be delayed while waiting for insurance or fault determinations.

For Spills 25 gallons or more of petroleum products to a pervious surface:

- Discharges must be reported ASAP.
- Notify State Warning Point
- If discharge threatens or enters waters of the state, the State Warning Point and the Coast Guard must be notified.
- Within 7 days we must submit the required Discharge Report Form (DRF) to the Bureau of Emergency Response.

- OSHA trained on site personnel can clean spills 25 gallons or smaller, if proper spills kits are available in accordance with state requirements
- For larger spills in pervious surfaces soil testing and soil removal may be needed in accordance with state requirements- the emergency services contractor will perform this testing.

A written, detailed Source Removal Report is required for submittal to the Department of Environmental Protection within 60 days of the cleanup (contractor for clean-up normal provides this)

In cases of a Small Marine Spill

If you have spilled or discharged a petroleum product:

For under 25 gallons:

- Identify and stop the source of the leak.
- Notify the marina for assistance.
- Call the **U.S. Coast Guard National Response Center** at **1-800-424-8802**.
- You must report the spill, while there can be fine for spills, the fines are even greater for failure to report or efforts to hide a spill.
- Contain spill with oil absorbent pads or booms.
- Properly dispose of used or saturated absorbents.
- **Do not** use soaps or detergents on a spill. Not only is it illegal, it makes the situation worse. While the oil seems to disappear the soap allows it disperse throughout the entire water column, making it harder to remove, contaminating sediment and impacting more organisms.

What to report to the U.S. Coast Guard:

- Location of the incident
- Cause or source of spill
- The type of fuel spilled
- The amount of fuel spilled
- Level of danger or threat
- Weather conditions at location

When to call the State Watch Office at 1-800-320-0519.

Hazmat

Petroleum Based Spills

- Spills into or involving state waterways (any amount)
- Spills greater than 25 gallons (or potential > 25 gallons)
- Spills requiring any state/federal notifications or assistance

Chemical Spills

- All SARA/EHS/CERCLA Releases
- All spills threatening population or the environment
- All spills requiring evacuation

Fire

Major forest fires

Fires involving chemicals or significant amounts of petroleum products

General

Sinkholes

Public water source contamination

National security

Medical waste

Potential/actual dam failures

Incidents with potential effects to adjacent countries/states

Incidents requiring assistance from state/federal agencies

Incidents with a prolonged effect on public utilities

Incidents involving potential or actual evacuations

M: Damage Reports



SJCR-Disaster Inspection- Damage Assessment Form

Date: _____ Room # _____ / Area Location _____

Team Leader: _____ Inspected by _____

Initial Unit Damage Code



NO VISIBLE DAMAGE AT THIS TIME	
MINOR DAMAGE	
MODERATE DAMAGE	
SEVERE DAMAGE	



Location Damage- Check Which Apply

Location and Objects	No Visible Damage	Water Intrusion	Ceiling Wet	Carpet Wet	Broken, Shattered, or Cracked
Doors (entrance to room and to balcony)					
Bathroom					
Main Bedroom Area					
Balcony					
TV and Other Electronics					
Lounge Room (for suites)					
OTHER					

