

City of Fort Myers Yacht Basin Hurricane Preparation Schedule

1300 LEE STREET FORT MYERS FLORIDA 33901 239-334-8271

updated 9/19/07

TASK	RESPONSIBILITY	COMPLETED
96 HOURS BEFORE ARRIVAL		
CONTACT ALL CUSTOMERS/CARETAKERS TO READY VESSELS PER MARINA HURRICANE REQUIREMENTS LIST	OFFICE STAFF	
INSPECT ENTIRE MARINA FOR POTENTIAL TROUBLE, SECURE MARINA EQUIPMENT	DOCK STAFF AND MAINTENANCE SPECIALIST	
HAVE RECYCLE CONTAINERS PICKED UP	OFFICE STAFF	
CHECK FUEL TANK CAP SEALS	ASSISTANT DOCKMASTER	
COLLECT DOCKLINE, SHACKLES, THIMBLES, AND CHAIN IN OFFICE	MARINA MAINTENANCE SPECIALIST	
72 HOURS BEFORE ARRIVAL		
ENSURE CUSTOMERS ARE TAKING PROTECTIVE MEASURES, INCLUDING MOORING FIELD, AND ADDRESS DEFICIENCIES	DOCK STAFF	
CONTINUE CONTACTING CUSTOMERS AND CARETAKERS WITH REQUIREMENTS	OFFICE STAFF	
INFORM DOCK STAFF OF VESSELS UNABLE TO BE READIED BY CUSTOMERS	OFFICE STAFF	
READY WORK BOAT, GAS, DOCK LINES, ANCHOR OPERATE DEWATERING PUMPS, REFILL GAS TANKS	MARINA MAINT. SPECIALIST	
CHECK FLASHLIGHTS	DOCK STAFF	
CHECK RADIOS INCLUDING FMFD RADIO	DOCK STAFF	
OPERATE CHAIN SAW, REFILL GAS CONTAINER HAVE ON HAND 2 NEW BLADES	DOCK STAFF	
CALL FIRE DEPARTMENT AT 334-6222 TO HAVE FIREBOAT REMOVED FROM COVERED DOCK AND FIREBOAT AT F74 SECURED TO LIFT. CALL FMPD AT 334-4155 TO SECURE POLICE BOAT TO LIFT AT F75.	OFFICE STAFF	
HAVE RETAIL FUEL TANKS FILLED, NOTIFY CITY MANAGER, FMFD, FMPD, AND PUBLIC WORKS	ASSISTANT DOCKMASTER	
48 HOURS BEFORE ARRIVAL		
INFORM STAFF OF WORK SCHEDULE FOR STORM PERIOD, HAVE STAFF READY THEIR PERSONAL RESIDENCES	DOCKMASTER	
CONTINUE TO PREPARE UNATTENDED VESSELS	DOCK STAFF	
MOVE OFFICE EQUIPMENT AWAY FROM WINDOWS	OFFICE AND DOCK STAFF	
INFORM CITY MANAGER OF MARINA STATUS 332-6309	DOCKMASTER	

TASK	RESPONSIBILITY	COMPLETED
24 HOURS BEFORE ARRIVAL		
INFORM CUSTOMERS REMAINING ABOARD THEIR VESSELS OF THE CURRENT STORM CATEGORY INCLUDING EVACUATION ORDERS IF NECESSARY	DOCKMASTER AND ALL STAFF	
COLLECT FOUL WEATHER GEAR INCLUDING LIFE JACKETS IN THE OFFICE	ASSISTANT DOCKMASTER	
RECHECK VESSEL READINESS, MARINA WIDE	DOCK STAFF	
CONFIRM TWO DAY SUPPLY FOR THREE PEOPLE OF CANNED FOOD AND BOTTLED WATER	DOCKMASTER	
CONFIRM STAFF EVACUATION TO AMTEL HOTEL PLAN	DOCKMASTER	
12 HOURS BEFORE ARRIVAL		
RECHECK ALL PREVIOUS TASKS FOR COMPLETION	DOCKMASTER	
DURING STORM EVENT		
THINK FIRST, THEN ACT WATCH OUT FOR EACH OTHER, STAY IN TEAMS	ALL STAFF	
AFTER STORM EVENT		
CHECK EACH VESSEL FOR EXTERNAL DAMAGE NOTIFY CUSTOMERS AND DOCUMENT IF FOUND	DOCK STAFF	
CHECK ENTIRE MARINA FOR DAMAGE AND DOCUMENT ANY INCIDENTS	DOCK STAFF AND MAINTENANCE SPECIALIST	
NOTIFY CITY MANAGER OF MARINA STATUS 332-6309	DOCKMASTER	
DOCUMENT ALL RELATED EXPENDITURES WITH DATE, TIMES, NAMES, ITEMS, LOCATIONS, AND COSTS	OFFICE STAFF AND DOCKMASTER	