

# **Flood Emergency Operations Plan – 955 Alton Road, Miami Beach**

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This Flood Emergency Operations Plan (FEOP) is written for the property located at:

955 Alton Road, Miami Beach FL 33139 for CBMIA Restaurant LLC.

Date: 16 October 2016

**Person in Charge of FEOP:** Felipe Luna

FEOP Team Members: Leonardo Pessoa (Managing Director), Felipe Luna (Managing Director)

## **Plan Summary and Purpose**

This Flood Emergency Operations Plan (FEOP) outlines actions that shall be taken proactively to prepare for and respond to a storm or flooding event that threaten our building. The plan describes actions to be taken to reduce physical loss to buildings, machinery and equipment and supplies at this site in order that we may safely resume operations as quickly as possible after the flood event is over.

The Flood Emergency Operations Plan includes procedures for:

- Identifying key personnel responsible for activating this plan
- Maintaining a roster of employees, their FEOP assignments and means of communication
- Training FEOP employees
- Securing and protecting the building
- Testing & modifying plan as needed
- Preparing, maintaining and updating this FEOP

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## **Overview of Flood Threat**

The CB Restaurant site is located at 955 Alton Road in southwest Miami Beach, FL and is exposed to flooding from Biscayne Bay, the Atlantic Ocean and heavy rain.

The finished floor elevation of the building is 6.57 ft., NGVD 1988. There is no basement. There are no separate storage buildings on the property.

The Base Flood Elevation is 8.0 ft. (Stillwater Flood Elevation is 7.1 ft.) <sup>1</sup>

The 0.2-percent (500-year) Stillwater Flood Elevation is 8.1 ft. <sup>2</sup>

The Floodproof Design Elevation is 9' NGVD.

## **Person of Authority**

Representing: CB MIA Restaurant at 955 Alton Road, Miami Beach FL 33139

Name: Felipe Luna

Contact Number: (305) 713-2088

## **POA responsibilities**

The Person of Authority (POA), (Felipe Luna), is assigned the responsibility to put into action all tasks and procedures outlined in this FEOP at the specified times outlined in FEOP. This person will ensure that he/she is thoroughly familiar with each step contained herein and will answer to the property manager and/or managing director regarding the status of each step during FEOP execution.

Additional POA responsibilities are described elsewhere.

## **Leadership Chain Of Command**

An established chain of command and leadership responsibilities shall be clearly defined for all aspects of this FEOP.

Responsibilities of each person involved in the deployment and maintenance of the FEOP shall be assigned. The chain of command for these responsibilities and authorities will be clearly described. This will range from the authority to activate personnel through the duration of the event and restoration of the building to normal operations.

The assigned personnel shall not be assigned additional overlapping emergency duties to ensure that the floodproofing measures are installed in a timely manner and maintained. The assignments shall also take into account where assigned personnel live and their ability to reach the building in an emergency. If key personnel are not available, a plan for succession of command and/or delegation of authority is described.

## **Specific Duties of Person of Authority**

- The Person of Authority (POA) will ensure that he/she is thoroughly familiar with each step of the FEOP and will answer to the property manager and/or Managing director regarding the status of each step during FEOP execution.
- The POA must know the location of the FEOP and be able to access it at all times.
- The POA carries the sole responsibility for distributing relevant instructions to respective team members, security and clean-up crew.
- The POA assumes the responsibility of providing oversight during execution of the PLAN, ensuring to the safety and general well-being of all labor throughout all PLAN procedures. The

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<sup>1</sup> FIS Miami-Dade County 9/11/2009, table 3, NGVD 1988

<sup>2</sup> Ibid.

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POA is responsible for keeping an up-to-date inventory of all equipment, tools and accessories required for execution of PLAN.

- The POA is responsible for oversight of the inspection and maintenance of all flood barrier and hurricane shutter equipment, tools and accessories outlined herein. All charging of batteries must remain on-site.
- The POA is required to notify Property Manager and/or Managing director in the event that this plan is executed, and offer status reports with said parties throughout implementation of the PLAN.
- The POA has the authority to re-allocate manpower and adjust the PLAN should there be any unforeseen issues or problems that arise, while retaining the overall PLAN objectives.
- The POA has the responsibility based on the developing weather situation to make the final decision to install all remaining doorway barriers and effectively evacuate the site.
- At the point where the POA makes the final decision to evacuate, he/she must first notify the tenants for final evacuation. The team leaders must verify to the POA that each building space has been completely evacuated prior to deployment of final doorway barriers. Only when the building is vacant, the POA directs the deployment team to deploy the final doorway barriers.

### Teams

In addition to the Person of Authority, the following teams will be established:

- Planning Team
- Inspection and Maintenance Team
- Deployment Team
- Recovery Team

The specific duties and membership of these teams is described later in this FEOP. The communications with team members is described in each team section. The requirements for employees that are not members of these teams are described later.

### Training and Exercise Program

The training and exercise program keeps personnel aware of their duties and responsibilities. Training drills shall be held at least once a year and shall be coordinated with community officials when appropriate. Flood safety precautions shall be taught during each training session.

The training program shall include, but is not limited to:

- ensure personnel clearly understand the procedures
- ensure safety precautions of deployment operations are understood
- operation of equipment used to in deployment
- deployment of at least one barrier system on a rotating basis
- evaluation of the timeliness by which FEOP floodproofing actions must be accomplished and evacuation completed.

### Schedule

The specific training dates are to be set when the operations staff is appointed. The Person of Authority will set up a training schedule. (Define dates in final draft of FEOP. March is the preferred month; after the FEOP annual review.)

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### General Information on Flooding Threats

#### Hurricane Season

The Atlantic hurricane season is officially from June 1 to November 30, during which 97% of tropical storm activity occurs. The most common month for Atlantic hurricanes is September.<sup>3</sup> In South Florida, more hurricanes have made landfall in October than any other month.

We will be prepared year-round. Historically, hurricanes have occurred in every month of the year. Every few years a hurricane occurs “out of season” -- primarily in May or December.

#### Tropical Climate

- **TROPICAL DEPRESSION** An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 mph (33kt) or less.
- **TROPICAL STORM** An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39 -- 73 mph (34 -- 63 kt).
- **HURRICANE** An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 mph (64 kt) or higher. In other parts of the world, the word hurricane is synonymous with typhoon and cyclone.
- **Heavy rains** can occur without high winds. In October 2000, between 12 and 18 inches of rain across South Florida and resulted in \$700M of damage.<sup>4</sup>

#### Forecasts

Weather reports shall be monitored frequently (see Preparation section of FEOP) and the advice of local officials heeded during hurricane season. Tropical systems can speed up, change direction and intensify without warning. Several local news stations and national weather services offer e-mail notifications subscriptions.

The following terms are used by weather forecasters to describe the strength and probability/proximity of a storm from hitting a specific destination:

- **HURRICANE WATCH** A hurricane may strike your area within 48 hours.
- **HURRICANE WARNING** A hurricane is expected to strike your area within 36 hours.
- **THE SAFFIR-SIMPSON SCALE** is a 1 -- 5 rating based on the hurricane's peak wind speed.

#### Monitoring for Potential Flood Events

The Maintenance/Building Manager and shift supervisors will advise the FEOP POA when flood conditions are possible. When the possibility of flooding conditions is high, the FEOP Preparation team leader will assign personnel the responsibility to monitor the situation and report to the FEOP POA. The FEOP POA and Preparation team leader will be responsible for implementing various components of the FERP based on weather conditions.

The building is susceptible to flooding during an extended period of rain. When there is rainfall of more than six inches in any period of two hours or less, the FEOP POA, Inspection and Maintenance team leader or on-site shift designee shall initiate the FEOP phone tree.

#### Information sources

- **E-mail** Subscribe to email notifications about significant emergency and other events affecting the South Beach Neighborhood or hurricane/emergency information. Go to [miamibeachfl.gov](http://miamibeachfl.gov) and click on the mailbox on the bottom of the webpage.
- **The National Hurricane Center** Active Tropical Cyclone website contains detailed forecasts of approaching storms at <http://www.nhc.noaa.gov/cyclones/>

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<sup>3</sup> National Oceanographic and Atmospheric Administration (NOAA)

<sup>4</sup> FIS Miami-Dade County FMA 9/11/2009, pp 10.

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- **Tweets via Text Message** Follow @MiamiBeachNews on Twitter.com, where messages can go directly to an activated cellphone, tablet or computer home page. Tweets also available on the free Miami Beach eGov app.
- **The National Weather Service** monitors local weather conditions. If a hurricane or an urban flood advisory is expected, the National Weather Service communicates warning notices through the local broadcast stations (television and radio; check local listings). Hurricane advisories, when issued, are also posted on the City's Web site ([www.miamibeachfl.gov](http://www.miamibeachfl.gov)), MBTV (Atlantic Broadband 77 and AT&T U-verse 99), and MBRadio 1670AM.
- **Phone/Cellphone** In the event of an emergency, the City of Miami Beach may utilize its reverse 911 system to call all phone lines within the city to provide important information. Please note that the system can only locate wireless phone numbers that are registered to this system. To register your cell phone to receive these emergency messages, go to <https://comb.onthealert.com>.
- **Social Media** Important messages will be posted to [www.facebook.com/cityofmiamibeach](http://www.facebook.com/cityofmiamibeach), [www.twitter.com/miamibeachnews](http://www.twitter.com/miamibeachnews), and [www.YouTube.com/cityofmiamibeach](http://www.YouTube.com/cityofmiamibeach).

**Encourage employees** to prepare personal plans. See:

- <http://web.miamibeachfl.gov/publicsafety/scroll.aspx?ID=46694>
- English <http://web.miamibeachfl.gov/WorkArea/DownloadAsset.aspx?id=83691>
- Spanish <http://web.miamibeachfl.gov/WorkArea/DownloadAsset.aspx?id=84001>

### Evacuations

Once a storm's path is forecasted to make landfall near South Florida, begin to monitor the storm and prepare for an evacuation. Fill up vehicle with gasoline before evacuating.

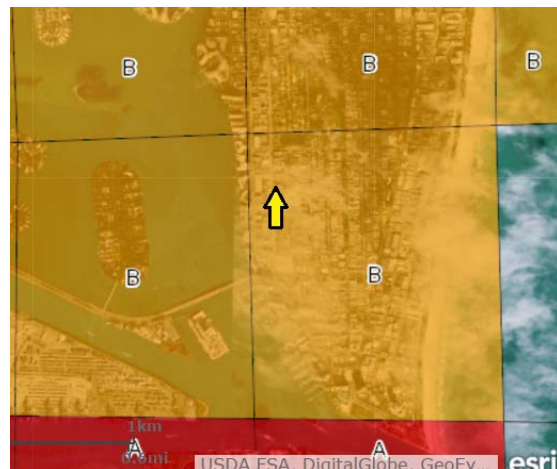
The building is in Miami Beach evacuation zone "B" as per Miami-Dade County planning zones. See map below.

**Evacuation Orders.** The Miami-Dade County Mayor or state authorities will order an evacuation based on expected conditions and recommendations from public safety personnel.

**Notice to evacuate.** The City of Miami Beach will use the complete spectrum of media and notification means available. See Information Sources section above.

### Storm Surge Planning Zone

A Storm Surge Planning Zone is an area within Miami-Dade County that could be impacted with storm surge of 1.5 feet or higher during a hurricane. Storm Surge Planning Zones identify locales that may be required to evacuate. People in an evacuation zone will be required to leave when ordered in advance of an impending storm. In some cases, not all portions of a Storm Surge Planning Zone will be required to leave. For example, if a hurricane is forecast to make landfall in Miami-Dade County, residents in Storm Surge Planning Zones A and B will be advised to make preparations for evacuation. As the storm gets closer and better information becomes available as to where the hurricane may make landfall, the County may order all of Zone A and only portions of Zone B to evacuate. Always follow the County's evacuation order.<sup>5</sup>



<sup>5</sup> <http://www.miamidade.gov/fire/storm-surge-planning-faq.asp>

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Each zone or portions will be evacuated depending on the hurricane's track and projected storm surge, independent of the hurricane's category. Upon identification of a threat the Emergency Operations Center or County Mayor will use local media to relay pertinent information, such as evacuations and shelter openings. It is important that the news be monitored for this information.<sup>6</sup>

### Specific Flood Sources for FEOP Property

Flood waters from tropical storms are most likely to approach from Biscayne Bay, where the wave crest elevation may reach 10.7 ft., about four feet above the finished floor elevation of the building.

Flood waters from heavy rains may pool along Alton Road and threaten building openings.

### Flood Threat Details

The flood map for the selected area is number 12086C0319L, effective 09/11/2009. (See below.)

Special Flood Hazard Area Zone AE EL 8 ft. Zone AE is the flood insurance rate zone that corresponds to the 1-percent annual chance floodplains that are determined by the FIS detailed methods.

FEMA Flood Insurance Study Miami-Dade County and Incorporated Areas; 9/11/2009 12086CV000A

City of Miami Beach Community number 120651; Transect 15

#### Stillwater elevation (ft)

Atlantic: 7.1'

Biscayne Bay 8.1'

#### Wave crest elevation (ft)

Atlantic: 11.0'

Biscayne Bay 10.7'



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<sup>6</sup> <http://www.miamidade.gov/fire/evacuation-zones.asp>

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### Teams and their duties

Specific team duties help ensure that all responsibilities are addressed reliably and expeditiously. All teams report directly to the POA.

### Planning Team:

The **Planning Team** is responsible for the following duties:

- Review property insurance including hazard, flood and business interruption insurance with insurance agent.
- Identify members of Inspection and Maintenance, Deployment and Recovery Teams
- Train employees to implement the hurricane procedures.
- Specify a timeline for when the hurricane procedures will be implemented.
- Determine what emergency equipment and supplies are necessary.
- Designate a primary and alternate Person of Authority.
- Establish an Employee Alert Roster, which will be used to notify employees that the hurricane plan has been activated. The alert roster will also be used to check on the well-being of employees during and after the hurricane.
- Prepare and maintain the current contact numbers and address of all employees.

### Planning Team Members

Position, Duty	Title	Employee Name	Address	Telephone/Cell	Alternate/Back-up
Team Leader: Coordination, supervision, training	Managing director	Felipe Luna	601 NE 23 <sup>rd</sup> St #1405 Miami FL 33137	305-713- 2088	Leonardo Pessoa
Alternate Leader: Coordination, supervision, training	Managing director	Leonardo Pessoa	1450 Brickell Bay Dr. #611 Miami FL 33131	(305) 748 0611	To be determined
Team Members: Execute procedures					
Team Members: Execute procedures					

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## Inspection and Maintenance Team

The Inspection and Maintenance Team is responsible for carrying out the Inspection and Maintenance Plan.

## Inspection and Maintenance Plan

Every floodproofing design requires some degree of periodic maintenance to ensure that all components will operate properly under flood conditions. Maintenance and inspection activities are in addition to the verification and identification activities listed elsewhere. A list of repairs shall be developed after each inspection and repairs shall be performed as required.

### Daily:

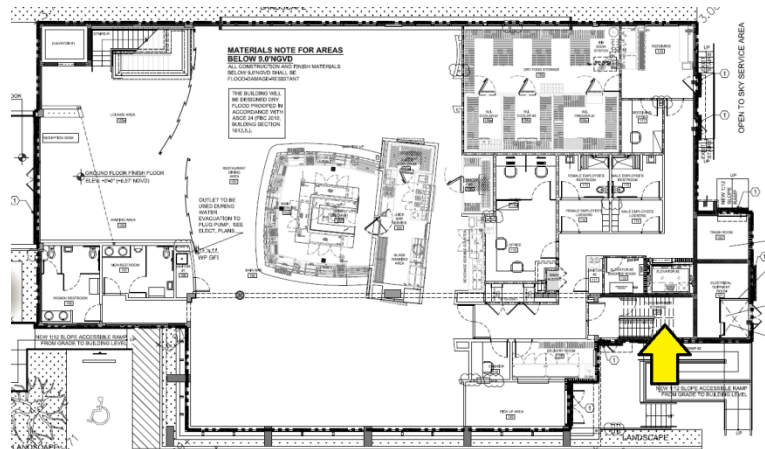
- Check and note the weather forecast for the next five days.
- Check and note the time and height of the tidal forecast for the next week. Especially note any 'spring' tides.

### Monthly:

- Post a printed tide chart monthly in Operations Manager & POA offices.
- Sump pumps: Open up the inspection panels in the sumps and inspect the perimeter drains. Note if there is any water present. (Unlikely, however any change must be noted as this may indicate a new hole or crack in the walls). Wet or dry vacuum any debris in the channel. Clean the filter grate from the pump. Pour several gallons of water slowly into the channel near the pump. Witness the operation of the pump and especially the float switch. Report any concerns and repair immediately. Sump pumps shall be tested using both the emergency power source and using the normal power source.
- Elevator Pits and pumps: Ensure that the elevators are safely locked in an upper floor position. Ensure that the elevator pits are spotlessly clean. Remove any debris. (Note: elevator maintenance contractor's work mats have been known to clog pump inlets.) Check electrical connections. Ensure the strainers are clear, and the float switch is working. If possible, create a temporary dam and pour water around the pump base to demonstrate the effective working of the pump. These pumps, being in the lowest area of the building, could be the first indicator of a problem and the first line of defense. It is imperative that they be inspected regularly, demonstrated and their condition noted. Pumps shall be tested using both the emergency power source and using the normal power source. Check for proper discharge of pumps during these conditions.

**Failure to maintain the dry floodproofing measures can result in either greater water intrusion than the sump pump system was designed for, or water infiltration to a degree that renders the dry floodproofing measures useless.**

- Flood shield components and associated tools and emergency equipment are stored in a special storage room under the southeast stairwell; Stair #2, Room #124. See map. Ensure that the panel store room contents have not been disturbed.
- Inspect flood shield bracket mount openings, to clear debris trapped in the supports for flood shields, damage to permanently mounted hardware or gaskets, which would prevent proper operation of a flood shield.





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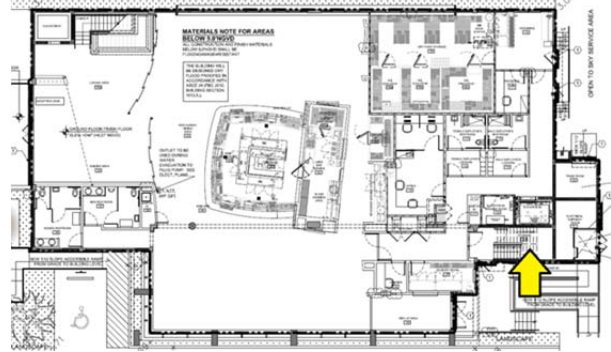
- Sewer Back-Flow Preventer: Remove the cover and check the operation of the sewer and back flow prevention check plate.
- Inspect roof for proper overflow drainage. Ensure that all drains and gutters are clear of debris. Clogged drains will cause water to pool up on roofs and cause extensive damage. Check for loose rain gutters and drain spouts and secure them.

### Quarterly:

- Inform POA of full completion of these procedures during the preceding quarter.

### Semi-Annually (preferably in May and November):

- Confirm that all Flood Shield components are present, in the correct location, covered and clean. See drawing with storage location identified (Drawing FEMA 101). Appendix C contains the inventory of flood shield components, equipment and installation procedures.
- Inspect wall systems for cracks in the structural system or waterproofing coatings. Repair of cracks shall be addressed immediately because ignoring them could result in significant structural damage to the building during a flood event.
- Inspect entire floor slab, to make sure settlement or other cracks have not appeared. Additionally, it is important to make sure the floor slab is able to provide drainage for any water that may leak into the building.
- Inspect the exterior of the building to verify that no additional penetrations have been made below the design flood elevation to which the dry floodproofing measures protect. Plumbing, electrical, mechanical, communications, or other penetrations can be installed over time and render the dry floodproofing ineffective if not properly sealed. Sealing these penetrations is the building managing director's responsibility.
- Inform POA of full completion of these procedures.



### Annually:

- Inspect flood shields and closures, to ensure that they fit properly and that the gaskets and seals are in good working order, properly labeled, and stored as indicated in the Flood Emergency Operation Plan. Conduct and document an inventory of all flood shields and all the hardware required to properly install them.
- Confirm that building evacuation routes are posted in the floodproofed areas. Confirm that any doors necessary to exit the floodproofed area shall be marked and should not be possible to lock in a manner that prevents egress from the floodproofed area.
- Take and maintain videotape or photographs of the interior and exterior of the building.
- Inform POA of full completion of these procedures.

### Inspection and Maintenance Team Members

Position, Duty	Title	Employee Name	Address	Telephone/Cell	Alternate/Back-up
Team Leader: Coordination, supervision, training					
Alternate Leader:					

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Coordination, supervision, training					
Team Members: Execute procedures					
Team Members: Execute procedures					

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### Deployment Team

The **Deployment Team** is responsible for the following duties:

Nothing in these plans shall constrain early completion of these actions if the POA decides to implement all or portions of this plan ahead of the schedule described.

After Deployment operations have been ordered by the POA, it is the responsibility of the Deployment team leader to notify and organize the installation workforce, together with all inventory sheets, deployment plan, equipment, tools, supplies, transportation, and access to Flood shield barrier inventory required to deploy the system. The deployment and/or installation staff will keep the POA advised as to the progress of the installation, so the POA can notify and advise any employees, contractors or other parties that may be affected by installation of the Flood Emergency Operations Plan.

**If a tropical storm is forecast to reach Miami within the next five days; or sooner if directed by the POA:**

- Notify of Deployment team members, alternates and other employees in accordance in accordance with the communications sections of this FEOP. Confirm and/or update contact information. Confirm that personnel required to be at the building have a planned and safe means of egress and have no other emergency response duties during a flood event. Alternates shall be assigned in the event that the primary persons responsible are unable to complete their assigned duties under the plan.
- With Deployment team members, assign and review duties, review location of Flood shield components and deployment sites, installation procedures, and repair procedures.
- Run through the weekly and monthly inspection sequence. Remove, inspect and, if necessary, repair bolt holes into which Flood shield brackets will be mounted. Lubricate and replace protective anchor cover caps, cap screws or bolts into all anchor locations to protect the anchor threads.
- Test the automatic start and operating features of the emergency generator and electrical system.
- Ensure that fuel stores are full.
- Check the operation of the emergency generator and the manual transfer switch, preferably during the mid-morning, when assistance can be obtained if everything is not as it should be.
- Ensure that doors and windows are operational.
- Inform POA of full completion of these procedures.

**When a Storm Watch is declared for Miami Beach (48 hours before storm landfall), or sooner if directed by the POA:**

- Reposition flood shields to a location convenient to their installation site, including:
  - Dining room waiting area
  - Receiving Room
- Inform POA of full completion of these procedures.

**When a Storm Warning is declared for Miami Beach (36 hours before storm landfall), or sooner if directed by the POA:**

- Ensure all Preparation measures and prior Deployment measures have been taken (above).
- Execute or ensure that FEOP shut-down procedures have been completed in accordance with Appendix D FEOP Shut-Down Procedures.

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- Distribute and loosely install the flood shield mounting brackets in their proper locations, in accordance with the Flood Logs Installation and Maintenance Manual and Site Specific Shop Drawings (See Appendices 5 and 6)
- Distribute the flood shield barrier components at each of the locations marked on the flood shield plan, ready for final installation.
- Complete and confirm that the building is evacuated. Confirm that all doors along the evacuation path shown in the flood evacuation drawing are unlocked, operating properly and freely opened. See building evacuation route diagram. Inform POA of full evacuation of the building.
- Adjust the pump diverter valves to ensure that ejector pit water can automatically flow to the emergency blow off lines should the sewer lines become blocked
- Install flood shield barriers and tighten, in accordance with the Flood Logs Installation and Maintenance Manual and Site Specific Shop Drawings (See Appendices 5 and 6)
- Inform POA of full completion of these procedures.

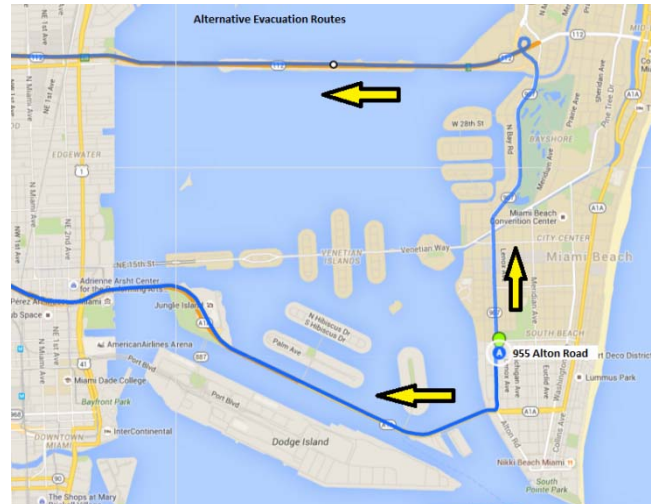
### Deployment Team Members

Position, Duty	Title	Employee Name	Address	Telephone/ Cell	Alternate/Back-up
Team Leader: Coordination, supervision, training					
Alternate Leader: Coordination, supervision, training					
Team Members: Execute procedures					
Team Members: Execute procedures					

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### Evacuation Plan, Ingress and Egress Routes:

After completion of Deployment, all Team members, employees and POA should evacuate Miami Beach as directed by government authorities. Standard alternative routes for evacuating Miami Beach are shown in the map here.



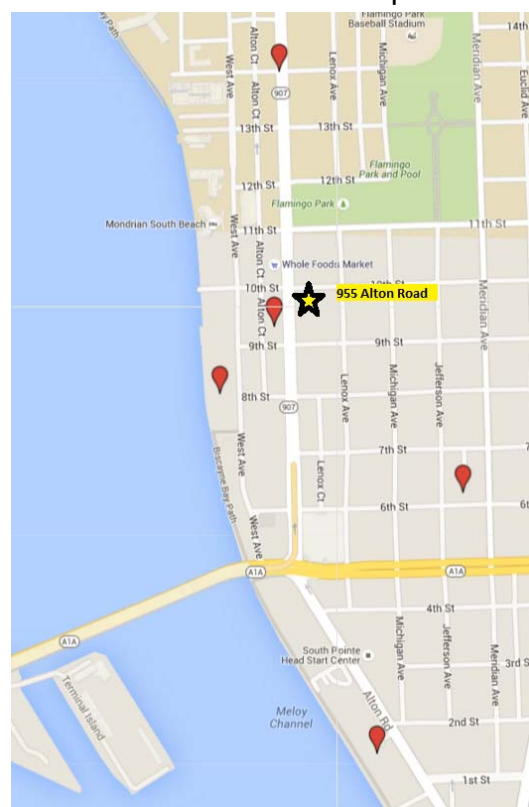
### Hurricane Evacuation Bus Pick-up Stops

The City of Miami Beach will begin evacuation procedures as soon as there is an evacuation order from the state and county. If you have not made prior arrangements to stay somewhere off of the island, a hurricane evacuation center is a shelter of last resort. Miami-Dade Transit buses will provide free transportation to the mainland shelters from locations in Miami Beach. Buses that will transport people for hurricane evacuations will have a special notice on the front of the bus where the route information is displayed. Remember that pets are not allowed to go to general population shelters and therefore will not be allowed on the bus. Buses run continuous routes until tropical storm force winds arrive. Bus pick-up locations near the property are:

- 920 Alton Road
- South Bay Club: 800 West Avenue
- Alton Towers Condominium: 14 Street & Alton Road
- Rebecca Towers: 150 Alton Road
- South Shore Community Center: 833 6th Street

### Shelters

There are no hurricane shelters in Miami Beach or the coastal communities. The American Red Cross, in coordination with other agencies, operate shelters for evacuees at mainland schools and other facilities as deemed necessary during an evacuation. The locations are not pre-determined.



### Emergency Responders

The City of Miami Beach's Fire Rescue and Police teams stop all emergency operations at the arrival of tropical storm force winds (40 mph+). Following a hurricane, emergency calls may be very limited due to flooding, downed power lines, and restricted street access. There will likely be fewer personnel available as well. 911 may be operational for emergency calls, but response may be affected.

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### Recovery Team

The **Recovery Team** is responsible for the following duties:

- Carry out post-flood procedures
- Photograph or videotape any damage.
- Account for all damage related costs.
- Keep detailed records. Establish record for any purchase or repairs.
- Conduct salvage and recovery operations. Separate damaged from undamaged property.
- Take inventory of damaged property. Damaged property and goods should be kept on hand until the insurance adjuster assesses the damages.
- Assess the value of damaged property and the impact of business interruption.
- Protect undamaged property by making temporary repairs.
- Assess remaining hazards and maintain property security.

The POA will activate the recovery team by contacting the recovery team leader.

### Re-entering the City

**Please be patient.** Public safety is the number one priority. Listen to the local news media for possible road closures and curfews. *Do not attempt to return to Miami Beach until a reoccupation order is issued.*

A reoccupation order can take hours, days or weeks depending on the severity of damage to roads, bridges and buildings. After the order for reoccupation to the city is issued, you will have to provide proof of residency or business interest (driver's license and/or utility bill with current Miami Beach address) to roadblock officials for re-entry into Miami Beach. This is done to protect your business during recovery.

### Approaching the property

Check [www.miamibeachfl.gov](http://www.miamibeachfl.gov), @MiamiBeachNews (Twitter) and Facebook.com/CityofMiamiBeach & Miami Beach eGov app for accurate and up-to-date information. Tune-in to MB Radio 1670AM, if available.

- Find out if the authorities have declared the area safe.
- Watch for debris on the road while driving. Drive slower than usual.
- Travel to your pre-determined assembly point at the property and contact the Recovery Team leader.
- Check that the appropriate electrical breakers are off before entering the structure.
- Be careful when entering a structure that has been damaged.
- If you suspect a gas leak, leave immediately and notify the gas company.
- If possible, listen to the radio or contact authorities to find out if sewage lines are intact before turning on the water or using the toilet.
- Report utility damage to the proper authorities.
- Continue to monitor your local news for up-to-date emergency information such as boil water advisories.

#### Safety Tips

*Many injuries occur after the storm. To avoid injury, use common sense and wear proper clothing, including clothes with long sleeves and long pants, gloves, safety shoes or boots and eye protection.*

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### **Post-Flood Barrier Removal Instructions**

1. Reactivate electrical systems
2. Replace barrier hazard tape, as necessary. Photograph all barriers before dismantling system for storage.
3. Remove flood shield barriers from ingress points around the building, so Recovery Team employees can access the buildings.
  - Lay flood shield barriers alongside each doorway, making sure not to obstruct the doors. Take care not to lay barriers on the gaskets.
4. Demount all flood barriers. They come down in the reverse order that they go up so that they are stored in proper sequence.
5. As the barriers or panels are being removed from the building, confirm inventory of all panels and supports with the inventory list. Check that all panels, barriers, braces, supports, hardware, anchors, gaskets and system parts for damage. Write a report documenting all damaged parts and photos in the damage report. Give report to POA.
6. Check and inventory all anchors and anchor bolts. Document all missing or damaged anchors and bolts in need of replacement and present to the managing director. Missing bolts must be replaced with new ones before the next re-deployment. (The need to re-tap the anchors may be needed in certain situations.)
7. Install anchor cover caps, cap screws or bolts into all anchor locations to protect the anchor threads.
8. Wash down the walls and mounting areas as well as all flood barrier components, including hurricane shutters.
  - Remove and Store all barriers in reverse installation sequence. The person of authority must witness the return to storage of all cleaned barriers, supports, braces and hardware to ensure that the barriers are stored in sequence. Perform inventory of all flood shields and emergency equipment in accordance with the Inspection and Maintenance Plan. Give results of inventory to POA.
9. Remove hazard tape.
10. Inform POA of full completion of these procedures.

### **Salvage and Business Resumption Plan**

1. Remove remaining floodwater, mud and debris from the area by using wash down hoses, brooms, squeegees, mops, sump pumps and cleanup supplies.
2. Analyze all salvageable materials and equipment. Begin discard/removal of all non-salvageable materials/equipment
3. Remove sandbags, window boarding and other items used to protect building exterior.
4. Clean and dry all essential equipment (lubricate as needed).
5. Dehumidify and dry all damp or moist areas.
6. Preserve equipment and materials that might otherwise be lost.
7. Reclaim any salvageable supplies and business operating equipment.
8. Conduct safety walkthrough with the POA and other necessary building/utilities officials: Fire Department, Electric/Gas Utilities, Building Inspector, etc.

Refer to **Business Recovery**, Appendix 7 for additional guidance and resources.

## Flood Emergency Operations Plan – 955 Alton Road, Miami Beach

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### Recovery Team Members

Position, Duty	Title	Employee Name	Address	Telephone/ Cell	Alternate/Back-up
Team Leader: Coordination, supervision, training					
Alternate Leader: Coordination, supervision, training					
Team Members: Execute procedures					
Team Members: Execute procedures					



## Flood Emergency Operations Plan – 955 Alton Road, Miami Beach

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### Reviews, Updates and Revisions

This Flood Emergency Operations Plan is to be reviewed by the Planning Team and, if necessary, updated in February of each year. If required, revisions to the FEOP will be recorded below.

### Revision History

Revision No.	Date	Description of Changes	Authorization

### Plan Distribution & Access

This plan shall be posted in two clearly marked locations. Additionally relevant sections of the plan shall be posted close to every location where flood shields are to be installed.<sup>7</sup>

The Plan will be distributed to members of the FEOP teams. A master copy of the document should be maintained by the POA. The plan will be available for review by all employees. Print copies of this plan will be available within the room designated as the emergency operations center (EOC). Multiple copies shall be stored within the facility EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated. An electronic copy of this Plan shall be stored on a secure and accessible website that would allow team member access if company servers are down. Electronic copies shall also be stored on a secured USB flash drive for printing on demand.

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<sup>7</sup> FEMA P-936



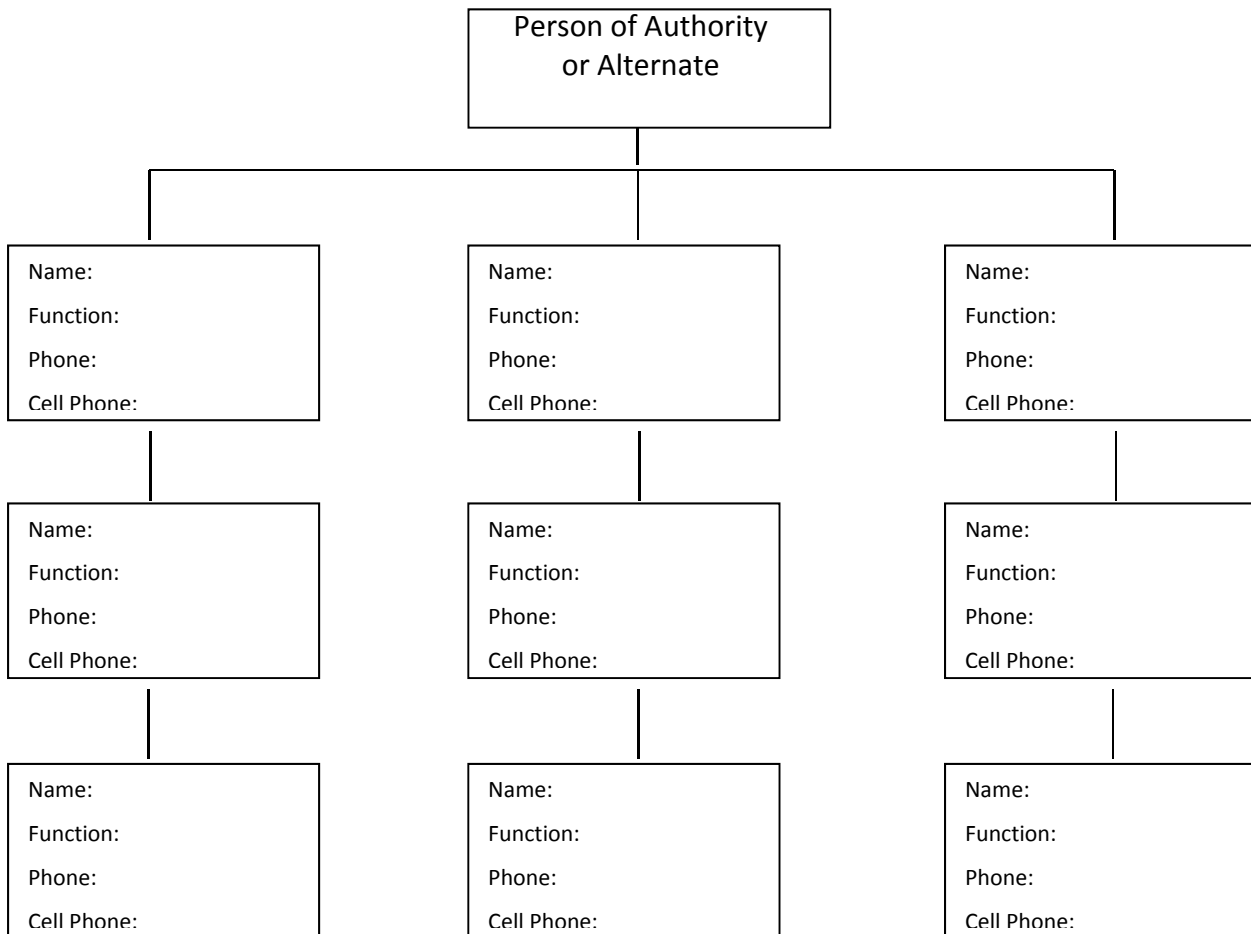
## Flood Emergency Operations Plan – 955 Alton Road, Miami Beach

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### Appendix B Emergency Phone Tree

Use this phone tree to identify people that must be contacted, such as FEOP Team members and employees.

- Limit the number of people each person must call.
- Leave a message for unavailable contacts. The caller should continue down the phone tree and continue attempting contact with unavailable persons.
- Provisions for getting the information to a person who was not contacted shall be made.
- The last person called should report back to a designated person to signal the end of the calling process.
- Keep the message short and concise. Only the facts should be given and each caller should avoid speculation. Confidentiality should be stressed.
- Update the phone tree at least annually to insure accurate phone numbers and inclusion of all employees.



## Flood Emergency Operations Plan – 955 Alton Road, Miami Beach

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### Appendix C

#### Flood Shield Inventory

The following seven (7) openings are to be protected by flood shields: (See attached drawing: FEMA 101)

List openings here:

	Opening Location	Flood Shield Storage Location	Installation Equipment Storage Location	Notes
1.	Alton Road Entrance	Room 124. SW stair #2	Room 124. SW stair #2	
2.	Receiving. Room 110. NE	Room 124. SW stair #2	Room 124. SW stair #2	
3.	Hallway door. NE	Room 124. SW stair #2	Room 124. SW stair #2	
4.	Trash room. Room 122	Room 124. SW stair #2	Room 124. SW stair #2	
5.	Electrical equipment. Room 121	Room 124. SW stair #2	Room 124. SW stair #2	
6.	Stair #2 Exit	Room 124. SW stair #2	Room 124. SW stair #2	
7.	Pick Up Area. Room 120	Room 124. SW stair #2	Room 124. SW stair #2	

#### Equipment List:

Includes inventory list showing identification of parts and corresponding opening ID. All parts are to be labeled and identified on the inventory sheet. The storage location of all tools and equipment will be identified.

To be provided upon manufacture and delivery.

### Appendix D

#### FEOP Shut-Down Procedures

- Take down and bring in any signs, tables, garbage cans, plants, furniture, umbrellas, and other loose and/or unsecured structures from outdoors, including all balconies and roof.
- If required, deploy hurricane shutters. (**Do not tape windows and do not leave any windows or doors ajar**).
- Move furniture and electronics away from windows and cover with plastic.
- Pull curtains, blinds and shutters.
- Turn your refrigerator to its coldest setting if you choose to leave it on.
- Place valuables in waterproof containers and store in high place, or evacuate them.
- Turn off gas appliances at shut-off valve inside the building.
- Turn off main water valve at your property.
- Turn off breakers to non-critical machinery/electronics to avoid a power spike when electricity is restored.

**List of procedures** required to safely shut down equipment and isolate electrical equipment, natural and propane gas supplied equipment and water sources.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**List of procedures** to raise and/or relocate key equipment and material.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Appendix E**

**FLOOD LOGS INSTALLATION AND MAINTENANCE MANUAL**

**Attached.**

**Appendix F**

**Site Specific Shop Drawings**

**To be provided upon manufacture.**

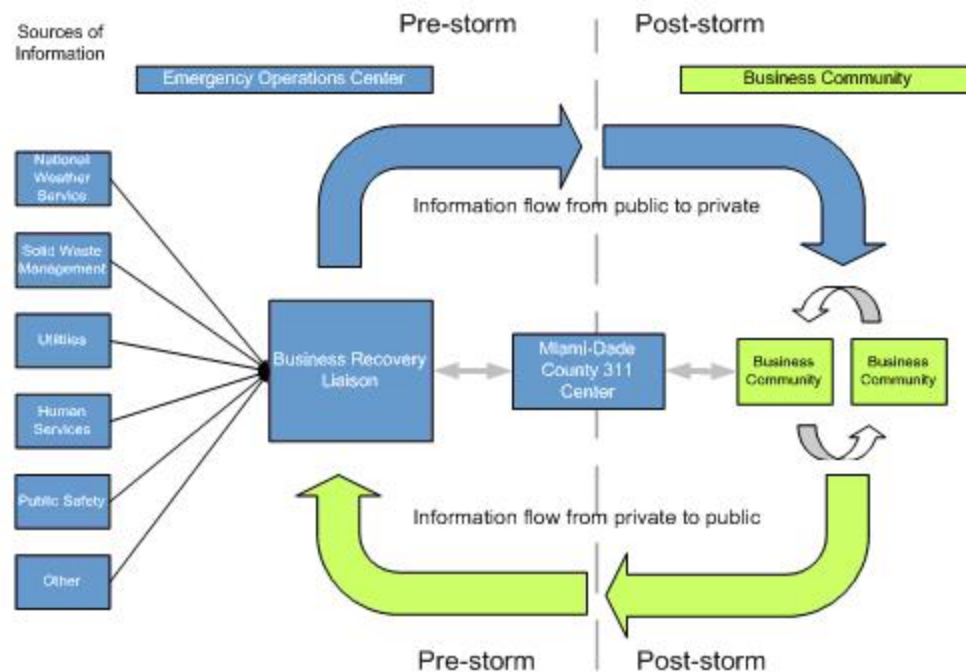
### Appendix G

#### Business Recovery

The Miami Beach Business Recovery program is a public-private collaboration to ensure private sector emergency preparedness, response, recovery and mitigation.<sup>8</sup>

The goal of this program is to minimize the number of businesses, especially small and medium sized, that fail to reopen due to a lack of accurate and actionable information, during and following an emergency or disaster event. This will be accomplished through a partnership with the private sector to encourage, where necessary, private sector emergency preparedness and mitigation.

Additionally, the exchange of timely information between the private and public sectors, as illustrated in the diagram below, will facilitate emergency management response and recovery and enable businesses to make appropriate decisions to sustain continuity of operations



Note: This chart is not all-inclusive of the information that might be exchanged during an activation. The chart is provided to demonstrate the type of information that will be transmitted.

This chart illustrates the type of information shared and how it flows between the public and private sectors during an emergency or disaster event. The information is shared primarily through the Business Continuity Information Network (BCIN), an internet application developed by Florida International University, which provides a secure platform for the government and the private sector to communicate.

The Miami-Dade County 311 Answer Center will be another conduit for information exchange. County emergency management coordinators will also use email, especially during the pre-event period prior to activating BCIN, to communicate with the private sector.

Request participation in the Miami-Dade County Business Recovery program by emailing:  
[esf-18@miamidade.gov](mailto:esf-18@miamidade.gov)

<sup>8</sup> <http://www.miamidade.gov/fire/business-recovery.asp>



## Flood Emergency Operations Plan – 955 Alton Road, Miami Beach

### Appendix H

#### Organization Contact Information

##### Emergency Contact information:

	Emergency	Routine
Police	911	305.673.7900
Fire	911	
FEMA		1.800.621.3362
Insurance		
Water department		
Electric company		1.800.4.OUTAGE
Cable		
Phone Company		611
Security Company		
Ambulance	911	
Evacuation Information		
Shelters		To be announced
State Police		
Weather forecast		
Radio stations		
Hospitals		
Emergency equipment rental		

##### General Contact Information

CITY OF MIAMI BEACH INFORMATION	305.604.CITY(2489) • <a href="http://miamibeachfl.gov">miamibeachfl.gov</a>
MIAMI BEACH OFFICE OF EMERGENCY MANAGEMENT	305.673.7736
MIAMI BEACH POLICE DEPARTMENT	305.673.7900
MIAMI BEACH FIRE DEPARTMENT	305.673.7123
MIAMI-DADE COUNTY EMERGENCY EVACUATION ASSISTANCE PROGRAM	305.513.7700
STATE OF FLORIDA EMERGENCY INFORMATION LINE	1.800.342.3557
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)	1.800.621.3362 • TTY: 1.800.462.7585 <a href="http://fema.gov/disaster-survivor-assistance">fema.gov/disaster-survivor-assistance</a>
MIAMI-DADE COUNTY ANSWER CENTER	311 • 305.468.5900 <a href="http://www.miamidade.gov/fire/emergency-management.asp">www.miamidade.gov/fire/emergency-management.asp</a>
CERT AND VOLUNTEER INFORMATION	305.673.7736
FAMILY SOCIAL SERVICES	211
AMERICAN RED CROSS	305.644.1200 • <a href="http://www.redcross.org">www.redcross.org</a>
SALVATION ARMY	1.800.SAL.ARMY • <a href="http://salvationarmyusa.org">salvationarmyusa.org</a>
HUMANE SOCIETY OF Miami	305.696.0800 • <a href="http://humanesociety.org">humanesociety.org</a>
FLORIDA POWER & LIGHT (FPL)	1.800.4.OUTAGE • <a href="http://www.fpl.com">www.fpl.com</a> 305.442.8770 (Miami-Dade County)
AT&T	611
CITY GAS	305.693.4311 • <a href="http://www.floridacitygas.com">www.floridacitygas.com</a>
TECO PEOPLE'S GAS	305.940.0139 • <a href="http://www.peoplesgas.com">www.peoplesgas.com</a>
POISON CONTROL	1.800.222.1222
FOOD SAFETY	1.888.674.6854

### Other Useful Contact Information

#### Building Department

Flood Hazard Information and Technical Assistance: 305.673.7610 x 6770 or x 6165.

#### Public Works Department

Environmental Division 305.673.7080

#### Other Helpful Websites

Miami Beach: [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

Miami-Dade County: [www.miamidade.gov](http://www.miamidade.gov)

South Florida Water Management District: [www.sfwmd.gov](http://www.sfwmd.gov)

Federal Emergency Management Agency: [www.fema.gov](http://www.fema.gov)

American Red Cross: [www.redcross.org](http://www.redcross.org)

Insurance institute for Business and Home Safety: [www.disastersafety.org](http://www.disastersafety.org)

National Flood Insurance Program: [www.floodsmart.gov](http://www.floodsmart.gov)

Ready: [www.ready.gov](http://www.ready.gov)

Association State of Floodplain Managers: [www.floods.org](http://www.floods.org)