

**Flood Emergency Operations Plan**  
**5242 Ocean Blvd., Sarasota, Florida 34242**

The lease agreement between the Property Owner(s) and the Leaseholder(s) will clearly state that the responsibility for flood-proofing the building by installing the flood barriers at all ground floor doors, windows, and openings rests with the Leaseholder/Business Owner.

**Chain of Command:**

- Business Owner - 1. In command of all flood-proofing and disaster preparation. Determines when building should be flood-proofed and all employees should evacuate.
- General Manager - 1. If Business Owner is unavailable, absent, or unable to perform, will assume command of all flood-proofing and disaster preparation.  
2. Direct staff to perform flood-proofing and disaster preparation.
- Assistant Manager - 1. If General Manager is unavailable, direct staff to perform flood-proofing and disaster preparation.

**Notification Procedures:**

- Business Owner - 1. Upon notification by Sarasota County Emergency Management, local weather stations, or NOAA weather radio of a potential flood event/hurricane impact within 72 hours to Sarasota County and Siesta Key will activate pre-determined employee phone tree or text/email message alert informing employees to come to the building and begin flood-proofing procedures.  
2. Notify Property Owner(s) that the business is beginning flood-proofing procedures and when those procedures are complete and the building is flood-proofed.

**Assigned Duties:**

- Business Owner - 1. Have flood barriers retrieved from storage and prepped for installation.  
2. Inventory all flood barrier fastening hardware.  
3. Within 48 hours of potential flood event/hurricane impact inspect flood-proofing installation.
- General Manager - 1. Direct staff to clear all interior areas by windows, elevate electronics, clear all exterior loose furniture, trash cans, signage, etc. from around the property and store inside.  
2. Prior to evacuation, turn off all electricity at the panels and the water at the shut-off valve.
- Assistant Manager - 1. Before 48 hours of potential flood event/hurricane impact, install flood barrier panels with staff and perform all flood-proofing procedures as directed.

**Evacuation Plan:**

- Business Owner - 1. Within 48 hours of potential flood event/hurricane direct staff to evacuate Siesta Key either by the north or south bridge, whichever is deemed safer by local authorities.  
2. Notify Property Owner(s) that the building is flood-proofed and evacuated.
- General Manager - 1. Ensure that all staff have evacuated the building and that the building is secure.
- Assistant Manager - 1. Evacuate with all staff members from Siesta Key as directed.

**Periodic Training/Exercise Program:**

- Business Owner - 1. On an annual basis, no later than May 1<sup>st</sup> of each year, organize flood-proofing training/exercise program in coordination with Sarasota County Emergency Management.
- General Manager - 1. Direct staff as to their assigned duties and time the flood barrier installation to determine proper timing in a disaster situation.
- Assistant Manager - 1. Practice installing flood barriers with staff.