

HURRICANE PREPAREDNESS GUIDELINES FOR MARINAS

SECTION V

Marina Hurricane Preparedness Plan – An Example

HURRICANE PREPAREDNESS PLAN

For

HURRICANE'S EYE MARINA

(Distribution: marina personnel, boat owners and volunteers)

January 2002

A. Introductory Comments

The order of priority when preparing Hurricane's Eye Marina for a hurricane is (1) Protect human life, (2) Seek to prevent or minimize personal injury, (3) Reduce the exposure of property to damage, (4) Minimize damage to property that cannot be relocated and (5) Seek to restore normal operations as quickly as possible. Having a workable plan in advance and being able to implement the plan in a timely and effective manner is the key ingredient in achieving these prioritized goals.

The most dangerous and most critical task is securing boats, which may move about and damage the marina and other boats. The marina is not a viable sanctuary for boats of any type during a direct hurricane hit. Experience has proven that marina docks and boats are most likely to survive a hurricane if all boats are evacuated. The wet slips and dry racks 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 floating docks may rise over the tops of piling and become adrift. Dry racked boats are in danger of being moved by wind or being lifted into racks above with tide surge. Increased weight of water-filled boats could collapse the rack system. The management of Hurricane's Eye Marina strongly encourages early evacuation of all boats in wet slips and dry storage 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.

[Note: This section is an example Hurricane Preparedness Plan for a generic marina. It is your responsibility to tailor this plan to your own marina by deleting or adding information or procedures as appropriate to your site and operation. For example, consider the timing of task actions – those in this example may not conform to your operation. Be aware that this is only an example, a guideline - as such it is not all-inclusive - some elements needed for your plan may be incomplete or missing. Refer to other sections of this publication and to Selected References (Section VIII) for more information.

Once you have developed your own draft plan, have it reviewed by your attorney. Then, print final draft copies and distribute to marina employees and boat owners. Don't expect the plan to be learned and accepted without training sessions for everyone involved. Don't expect the plan to be good forever. Review it on a regular basis - especially after training sessions and after implementing the plan as response to a hurricane threat. You will continually learn better ways from your own experience and from the experiences of others in the marina business].

Preparing for a hurricane successfully depends on how early and how orderly we all act - although chances may be great that the storm will not hit us. Remember - wet slips must be evacuated, boats anchored, and crews returned ashore in time to prepare and possibly to evacuate their homes. This plan calls for tying down boats left in the open dry rack buildings. The tie down operation requires 4 teams of two at least six hours for completion - which has to be done prior to darkness, rainfall or high winds. We must be well into preparation procedures during the U.S. Weather Service Hurricane WATCH Phase. All boats must be secured by the time a hurricane WARNING is issued, our actions must occur as much as 24 to 36 hours prior to an Emergency Management Agency call to evacuate the area and at least 24 hours prior to storm landfall.

Previous storms have taught us that dry rack boat tie-downs, especially, must begin soon and be completed methodically. Trailering or moving boats to wash racks for securing of contents must be terminated early in the "watch" phase to allow marina personnel to secure the facility and evacuate the area. Marina management will conduct an annual survey of all dry storage customers to assess how many own trailers and whether they would evacuate prior to the hurricane watch phase. Marina personnel only will conduct tie-down. Boat owners must understand that boats will not be untied once secured.

Early action depends, of course, on early storm threat notice. Marina personnel and boat owners are encouraged to be aware of tropical weather conditions and to immediately report any storm news to their supervisors.

This Hurricane Preparedness Plan outlines the procedures Hurricane's Eye Marina will follow throughout hurricane season and during hurricane watches, warnings, as well as during and after a hurricane. Marina customers are contractually required to be familiar with this plan (as well as the marina rental contract and marina regulations).

Timetables for implementing the various stages of the plan will depend on the storm's forward speed/direction, probability of a storm hit, and the expected intensity of the storm. We will, of course, coordinate our timetables with those of the local Emergency Management Agency.

Be aware that these Hurricane Preparedness Plans may work only for lower category hurricanes. Certainly, a Category II or stronger storm at this location will result in major damage to the boats and marina facilities. We prepare in order to limit the damage or in hopes of a "near miss." For a major storm our efforts may or may not be adequate - but the job must be done quickly in order for all personnel to evacuate to safety. Remember - to attempt to secure boats while under storm influences is 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 safety.



Recreational fishing boats home port at the Sportsplex Marina - Port Aransas, Texas.

B. Hurricane Information

Marina employees and boat owners should take the time to learn about hurricanes. Storm formation, the history of hurricanes and hurricane preparation is a fascinating subject. An in depth understanding will not only make you more valuable to the marina and boat preparation efforts - but may save the lives of you and your family. There are many good hurricane references available for you to check out at the Marina office.

[Note: There is a vast amount of information marina managers may include at this point in their own Hurricane Preparedness Plan. Other sections of this publication contain general information you may want to present to your employees and customers. Also, refer to Section VIII for selected hurricane references].

C. Summary of Hurricane’s Eye Marina Hurricane Preparedness Plan

[Note: numbering of conditions may be found to be unfeasible because of the necessity for marinas to act on an earlier timetable to complete preparations prior to weather deterioration, bridge closings and non-business related evacuation requirements. Remember that these time frames are based on landfall of the hurricane EYE. Storm conditions will affect your preparation well in advance of eye landfall.]

Condition	Activities
<u>Preseason</u>	Review and revise plans, lists, and inventories. Generate customer awareness and conduct employee training.
<u>Condition 5</u> Season Starts (June 1)	Normal operation. Monitor weather and continue hurricane awareness – ensure all parties have updated plans.
<u>Condition 4</u> Storm in Vicinity	A storm has developed and could pose a threat to coast. Assemble Leaders of the Hurricane Response Team to evaluate threat and review Hurricane Plan.
<u>Condition 3</u> 72 – 48 Hours to Landfall by the Hurricane Eye	A storm is threatening. Activate the full Hurricane Response Team. Begin implementation of Hurricane Preparedness Plan.
<u>Condition 2</u> 48-36 Hours to Landfall by the Hurricane Eye	A hurricane may strike within 36-48 hours. Complete securing of marina and boats. Hurricane WATCH has been issued by the National Hurricane Center and the County Emergency Management Agency probably recommends voluntary evacuation of islands and other low-lying areas. Determine marina closing and employee evacuation schedule. Establish limited entry.

<u>Condition 1</u> 24 Hours to Landfall by the Hurricane Eye	High probability of strike. Hurricane WARNING has been issued by the National Hurricane Center. Evacuation should be completed.
<u>Condition 0</u> Hurricane Conditions	Winds and flooding could stop further evacuation efforts. Hurricane Response Team maintains communication if possible.
<u>After the Storm</u> Return and Recovery	Reestablish communications. Conduct search, rescue, damage assessment, salvage, and cleanup.

D. The Hurricane Response Team

Marina management recruits the Hurricane Response Team (HRT). This team is involved in all phases of hurricane preparation at the marina and is recruited by Marina management. The purpose of the team is to help develop and implement the marina Hurricane Preparedness Plan, thereby maximizing human safety, while minimizing damage to the marina and boats. The HRT includes marina employees, boat owners and other volunteers. HRT members, representing both marina and boat interests are in the best position to help educate other employees and boat owners – resulting in maximum acceptance and compliance with the plan. The Hurricane Preparedness Plan is premised on full cooperation of all employees and marina customers to act according to the plan.

Hurricane Response Team Leadership:

1. Marina Manager/Owner - HRT Chairman
2. Marina Secretary - Communications Coordinator
3. Office Manager
4. Dry Storage Manager
5. Wet Slip Manager
6. Ship's Store Manager
7. Restaurant Manager
8. Repair Service Manager
9. Hurricane's Eye Boat Club Commodore
10. Two Boat Owners Each from Wet Slips and Dry Racks.

[Note: These are examples of job categories, etc. - use exact titles and employee names in your marina's management structure. You may have additional marina personnel, such as night security guards, tenants, or contractors who should be included in this process. Consider including neighboring businesses, fire and police departments, and entities of the local community, as appropriate, in the marina HRT.]

E. Hurricane's Eye Marina Management Policy Regarding Hurricane Preparation

[Note: These are marina liability issues of concern to industry management nationally. Consider incorporating these policies into your marina employee handbook, customer rental contract, marina regulations and/or your hurricane plans as appropriate.]

Marina Employees

Hurricane Response Team membership includes all marina employees. Unless instructed otherwise, marina employees will answer to the appropriate supervisor listed above during hurricane response.

There will be no excused absences once the marina is in Hurricane Condition III (a storm is in the vicinity). It is uncertain how long crewmembers will be required to be on duty during storm preparation. Therefore, at first notice of a storm there will be staggered relief shifts to allow each person time to go home to prepare their homes and families. This will be done well in advance of anticipated storm effects (as much as 2-3 days in advance).

Each employee must have a plan prepared for his/her personal preparation and evacuation in order to effectively reduce his/her required leave time, so other crewmembers can have adequate leave time. The marina manager will schedule leave time, with team leaders going first, in order to return to preparations as soon as possible. Each employee is strongly advised to attend Hurricane Preparedness Clinics given by the marina manager or his/her designee.

Marina Responsibility

The marina is not responsible for damage to any boat from storms or any other act of God. In the event that a boat is likely to cause bodily harm, loss of life, or damage to property; for example, on fire or sinking, the marina reserves the right to take any prudent action necessary to ensure the safety of its customers, employees or property. Any costs incurred in doing so will be charged to the boat owner.

Hold Harmless Agreement

The boat owner holds the marina harmless for accidental damage caused when the marina takes prudent emergency action before or during a storm and for salvage work done by the marina or salvage contractors. Emergency storm preparations and salvage operations include any activity which marina management deems necessary to protect persons from injury or property from damage, other than intentional acts that clearly increase the potential for damage to the renter's boat.

Boat Insurance

To be eligible for storage at the marina, boat owners must provide proof of a comprehensive boat insurance policy. This will allow timely salvage operations and will cover damage to the boat or to damages caused by one boat to another. The rental contract specifies that a boat owner is responsible for the damages his boat inflicts on another boat or to marina property – *if he fails to take prudent efforts to properly secure the boat for the storm.*

Wet Slip Evacuation is Strongly Advised

Both boats and the marina will suffer less damage if boats are not left tied to docks during a hurricane. However, lessons learned from hurricane disasters in other states clearly indicate that mandatory evacuation is nearly impossible to conduct. Also, mandatory evacuation requirements can lead to human safety issues. The marina wishes to make it clear to boat owners that their boats will have a better chance at survival if evacuated. Remember that it is in everyone's best interest to avoid damage to the marina - damage to the marina could affect the availability of a place to dock and the future cost of slip rentals.

Notice to evacuate wet slip boats will be the decision of the Hurricane Response Team according to guidelines in this Hurricane Preparedness Plan. The marina manager will issue the call to evacuate. The marina will not evacuate boats unless that becomes the prudent and necessary safety action. Evacuation is not mandatory, but strongly advised. Evacuation must be done early enough to allow wet slip boat owners time to safely and properly anchor their boats and to return.

We hope to provide information and assistance to encourage the decision to voluntarily evacuate. Marina management will work to increase the boat owner's knowledge and comfort level for evacuating. In addition to sponsoring evacuation and anchoring clinics, through the Hurricane Response Team, return shuttle boats from local anchorages will be provided.

Dry Stack Evacuation is Strongly Advised

Evacuation of the dry racks by trailer is the safest course of action for your boat. Hurricane history indicates that unloaded racks systems will fare better. Marina management feels that if boats are left in the racks at Hurricane's Eye Marina, they should be tied down – although conditions or circumstances may prevent doing so. Marina personnel only will conduct tie-down, however, the marina assumes no obligations in tying or otherwise securing dry rack boats. This is a time consuming and dangerous task. Any attempt to tie down boats must be completed before foul weather. Boat owners must be aware that, there will be an announced cut off time after which loading on trailers will cease in order to complete the tie down process.

Boat Owner Emergency Plans

The rental contract requires information to be kept current in the form of a "Boat Owner's Hurricane Readiness Questionnaire." This questionnaire outlines storm preparation requirements by the marina and how the boat owner plans to comply, including absentee owner provisions, allowance to move, contact list, removal of gear from the boat or dock box, etc. It defines the boat owner's commitment to the marina plan.

Boat Handling Ceases When Winds Reach Sustained Speed of 25 Knots

Launching, recovering, or otherwise handling a boat is unsafe when wind speed reaches 25 knots. Forklift, elevator and crane operations will cease at that time.

Command and Notification System

Marina management will assemble a Hurricane Response Team as an advisory panel to assist in improving the hurricane plans. The group will assist in implementing the plan during a storm threat. The marina manager makes the final decision on all policy and procedure recommended by the HRT. Notification of policy is in three forms: (1) the annual Rental Contract, (2) posted Marina Regulations, and (3) this Hurricane Preparedness plan. Notification of changes will occur by mail, 30 days prior to implementing change.

Safety Consideration

The overriding consideration in hurricane preparation and decision making in the marina Hurricane Preparedness Plan is the safety of employees and boat owners. Preventing damage to property is secondary to human safety.

F. Hurricane's Eye Marina Hurricane Plan – Preseason

[Note: From this point, for each "Condition," specific duties are outlined for management, the Hurricane Response Team, the Communications Coordinator, wet slip boat owners, dry storage boat owners, and the various areas of marina operations. The areas of marina operations included as examples here are marina office, dry storage, wet slips, service shop, and ships store. Your marina may have restaurants or similar owned or leased businesses on site. Specific plans will have to be developed for each, but much of what is outlined for the marina office, ships store and service shop should be applicable.]

During "Preseason," prior to June 1, when hurricane season begins each year, there is no hurricane threat. This is the time to review the marina Hurricane Preparedness Plan and update or revise it as necessary. Hurricane awareness and "How To" boat preparation clinics will be conducted for our customers. The marina crew will receive hurricane training. The marina will be inspected and housekeeping and maintenance will be done with storm readiness in mind.

Responsibilities in Preseason are:

Marina Manager

- Reassess marina emergency procedures policy.
- Review the marina rental agreement to ensure clarity of renter liability for property damage and personal injury. Specify that vessel owners will be billed for services and materials necessary for preparation, response, and recovery.
- Contact the County Emergency Management Director and _____ each spring to review:
 - Overall disaster plan
 - Emergency assistance communications
 - Wet slips evacuation concerns, considering such factors as severe weather drawbridge policy, boat evacuation routes, safe harbors, etc.
 - Regional map of the marina's location with respect to storm surge, flood plain, wind damage potential, evacuation routes, and bridge locations
- Review and update the detailed map of the marina showing locations of utility equipment and power shutoff points, sources of auxiliary power, potential hazard areas such as from fallen objects, trees, poles, etc.; emergency equipment and supplies, communication equipment, first aid stations and escape routes.
- Identify items for evacuation in each department of the marina (Department managers to develop check lists).
- Review and revise Hurricane Preparedness Plan as necessary.
- Review membership of the HRT and fill any vacancies.
- Remind boat owners of responsibilities during hurricane season (letter prior to June 1).
- Hold Hurricane Preparedness Plan training to include personal and family safety for marina personnel, HRT, and volunteers.
- Emphasize cross training. Each person will have tasks as assigned in their own work area, but must be prepared to assist elsewhere when necessary.
- Supervise /inspect all areas of the marina for pre-hurricane season safety, housekeeping, repair and maintenance. Correct problems immediately! *(Suggest developing an inspection checklist).*
- Verify with insurance agent that marina is adequately insured, particularly for wind and water damage. Keep current photographs of marina facilities on file and ensure that any

applicable specifications required by the insurance policy (the fine print) have been met. Have this confirmed in writing.

- ❑ Review listings for repair and salvage companies. Pre-qualify companies with references, proof of insurance, performance bonds and releases.

Hurricane Response Team

- ❑ Review Hurricane Preparedness Plan (as revised for current year).
- ❑ Assist Marina manager with marina housekeeping, repair, and maintenance inspection program.
- ❑ Update hurricane contact lists and distribute among HRT:
 - ❑ Agency and storm forecast emergency numbers
 - ❑ Marina Employees, wet slip and dry rack customers (See Communications Coordinator)
 - ❑ Materials and service vendors and contractors.

Communications Coordinator

- ❑ Organize and train a communications team. Include the Store Manager on this team. Be aware that communications is the key element in successfully carrying out the Hurricane Preparedness Plan. The communications team has the responsibility to make equipment available and to make certain that communication takes place between marina management, the HRT, the various marina departments and boat owners.
- ❑ Plan a communication system with boat owners, including name, address, and telephone number of designated caretaker in the event they are out of town during hurricane season.
- ❑ Update employee emergency contact list.
- ❑ Post and maintain a phone number list to include: Emergency Management Agency, insurance agent, pre-qualified repair and salvage companies, utility companies, fire department, police and Marine Patrol, rescue service, hospital, and employees
- ❑ Inventory marina handheld radios and weather alert radios.

Dry Storage Boat Owners

- ❑ Submit or update your “Boat Owner’s Hurricane Readiness Questionnaire” on file at the Marina Operations [*Refer to Questionnaire at Appendix B*].
- ❑ Review your boat liability insurance policy. The boat owner can be liable for damages caused by his boat.

Wet Slip Boat Owners

- ❑ Submit or update your “Boat Owner’s Hurricane Readiness Questionnaire” on file at the Marina Operations [*Refer to Questionnaire at Appendix B*].
- ❑ Review your boat liability insurance policy. The boat owner can be liable for damages caused by his boat.

Marina Operations – Office

- ❑ Conduct pre-hurricane season housekeeping (*Suggest developing an inspection checklist*).
- ❑ Obtain transportation (rental trucks, trailers, etc.) for evacuating marina materials and equipment for each department. Develop a listing of rental agencies to call.
- ❑ Obtain off-site rental storage if necessary.

Marina Operations – Dry Storage Manager

- ❑ Conduct pre-hurricane season housekeeping, repair and maintenance of dry storage facility.
- ❑ Inspect and service rack system, doors and building.
- ❑ Inspect and service outside/wash racks.
- ❑ Inspect and service hauling equipment (forklift, travel lift, jib crane, railway, hydrolift, etc.).
- ❑ Inspect and clear storm drains.*(Suggest developing an inspection checklist)*

Marina Operations – Wet Storage Manager

- ❑ Conduct pre-hurricane season housekeeping, repair and maintenance of wet slip facilities and equipment *(Note: Suggest developing an inspection checklist).*

Marina Operations – Ships Store Manager

- ❑ Conduct pre-hurricane season housekeeping, repair and maintenance of store and related retail areas *(Note: Suggest developing an inspection checklist).*
- ❑ Participate in planning and training sessions with Communications Coordinator.
- ❑ Inventory hurricane response kit(s) - replenish as necessary.

Marina Operations – Repair Service Manager

- ❑ Conduct pre-hurricane season housekeeping, repair and maintenance of repair facility and equipment. *(Note: Suggest developing an inspection checklist).*
- ❑ Perform repair and maintenance to all emergency equipment.
- ❑ Perform repair and maintenance to all marina vehicles and boats.

G. Hurricane’s Eye Marina Hurricane Plan – Condition 5, Season Starts (June 1)

In Condition 5, beginning June 1 when hurricane season begins each year, there is no hurricane threat. This is the time to begin conscientiously monitoring the US Weather Service Radio and the Cable Weather Station for development of tropical systems. We will continue to heighten hurricane awareness and intensify pre-storm readiness.

Responsibilities in Condition 5 are:

Marina Manager

- ❑ Monitor weather forecasts.
- ❑ The marina will use two sources of weather information to trigger Condition 4:
 - a. National Weather Service/NOAA
 - b. County EMA
- ❑ Review membership of the HRT and fill any vacancies.
- ❑ Convene HRT for an inspection of the marina and boats for hurricane readiness.
- ❑ Hold Hurricane Preparedness Plan clinics for boat owners *(seek program sponsorship by local agencies, vendors and services).*
- ❑ Meet with managers of each department and marina office to develop a prioritized list of equipment, records, stock, etc. for evacuation. Mark these items for quick identification

and prepare a checklist. Consider the value of the item to getting business back in progress after a hurricane.

Hurricane Response Team

- ❑ Continually monitor weather forecasts.
- ❑ Assist marina manager in a full facility hurricane readiness inspection.
- ❑ Work with marina management to prepare and conduct hurricane preparation clinics and drills to instill a high degree of hurricane awareness and readiness among boat owners.
- ❑ Organize a shuttle boat operation for returning wet slip evacuees. Devise a schedule format and recruit experienced volunteers with shuttle boats.

Communications Coordinator

- ❑ Develop assignment sheet for marina handheld radios to issue to employees and volunteers.
- ❑ Assemble/train team of 3 (with backups) for the emergency call network (in addition to store manager).

Dry Storage Boat Owners

- ❑ Attend hurricane preparedness clinics held by the marina Hurricane Response Team.
- ❑ Prepare your boat evacuation plan – file it with the marina as required [*Note: Refer to Questionnaire at Appendix B*].
- ❑ Make your boat and trailer evacuation ready.
- ❑ If you have no trailer, keep your boat ready for storms by keeping the bilge plug pulled and canvas down.
- ❑ Review your boat insurance policy with your agent keeping marina contract requirements in mind.

Wet Slip Boat Owners

- ❑ Attend hurricane preparedness clinics held by the marina Hurricane Response Team.
- ❑ Prepare your boat evacuation plan – file it with the marina as required [*Note: Refer to Questionnaire at Appendix B*].
- ❑ Make your boat evacuation ready.
- ❑ Practice your evacuation and storm preparation plan.
- ❑ Review your boat insurance policy with your agent keeping marina contract requirements in mind.

Marina Operations – Office

- ❑ Update the office equipment and records evacuation plan. Mark items for quick identification at evacuation. Records to remove:
 1. Rent Roll
 2. Cash register receipts, records, and cash
 3. Petty cash box
 4. Inventory records
 5. Customer's contracts
 6. Budget and planning records
 7. Marina Manager's files

- 8. Computer, software and backed up files
- Meet with managers of each department to determine materials and equipment to be evacuated and determine transportation requirements
- Determine who will drive rental trucks and pull loaded trailers. Submit plan to marina manager for approval.

Marina Operations – Dry Storage Manager

- Review files for dry storage “Boat Owner’s Hurricane Readiness Questionnaire” – follow-up to obtain information as necessary.
- Check, repair and/or replace all rack tie down lines.

Marina Operations – Wet Storage Manager

- Review files for wet storage “Boat Owner’s Hurricane Readiness Questionnaire” – follow-up to obtain information as necessary.
- Check and tighten dock cleats and pile guide fastenings.

Marina Operations – Ships Store Manager

- Double check Hurricane Kit inventory.
- Update plan (checklist) for evacuating and securing store stock.
- Update “last minute order checklist.”
- Prepare and sell “Hurricane Preparedness Kits” for boat owners.

Marina Operations – Repair Service Manager

- Update the plan (checklist) for evacuation tools, parts, and service records .

H. Hurricane’s Eye Marina Hurricane Plan – Condition 4, Storm in the Vicinity

In Condition 4 there is a tropical depression, tropical storm, or hurricane within a 1,200-mile radius of the marina. This is the time to assemble the Hurricane Response team to evaluate the threat to the area and to develop a preliminary action timetable for this particular storm.

All marina employees are to make contact with their supervisor. Plan to be called to duty at or before Condition 4.

Be aware that progression from Condition 4 to Condition 0 – hurricane in progress, can happen swiftly!

Responsibilities in Condition 4 are:

Marina Manager

- Schedule and conduct meetings with HRT to determine threat potential and action time tables.
- Meet with Communications Coordinator and volunteer team to review Communications strategy and requirements.
- Meet with each marina department head to review Communications strategy and requirements.

- ❑ Review list of preselected equipment and records to be evacuated in each department.
- ❑ Confirm with marina office readiness to secure rental trucks for evacuation.
- ❑ Meet with dry rack and wet slip managers and review “Boat Owner’s Hurricane Readiness Questionnaire” on file for each boat. Obtain updates from boat owners as required
- ❑ Determine the number of absentee boat owners expected.
- ❑ Schedule marina crew for storm duties. Include "shore leave" for crew to prepare homes and families.
- ❑ Coordinate securing marina facilities, equipment and boats.
- ❑ Delegate supervision of volunteers. Assign HRT member for follow-up on each.

Hurricane Response Team

- ❑ Evaluate the storm threat potential by plotting the advance and assessing weather reports.
- ❑ Determine a timetable for action for this particular storm.
- ❑ Initiate notification of wet slip boat owners.
- ❑ When the storm is perceived as a threat, the HRT activates Communications.
- ❑ Provide uniform written statements to the Communications Coordinator on storm position and any activation timetables.
- ❑ Assemble the shuttle volunteers for briefing.

Communications Coordinator

- ❑ Assemble members of the communication team for briefing on the storm as advised by the HRT.
- ❑ Disseminate only information from the HRT, as approved by marina manager, regarding the storm to maintain standard information and to minimize confusion.
- ❑ Keep a list of persons not reached on the first call and continue to repeat this call list.
- ❑ Log each call made notifying boat owners (record message, time of call, recipient of notice or no answer).
- ❑ Distribute handheld radios as advised by marina manager.
- ❑ Perform initial communications regarding the storm and status of preparedness plan implementation to marina employees, volunteers and boat owners as directed by the marina manager.
- ❑ Conduct telephone alert of volunteers.
- ❑ Begin maintaining “storm notice posting” at the marina office. Post storm information on bulletin board outside of store (to reduce the traffic of curious on-lookers in the store).

Dry Storage Boat Owners

- ❑ Ensure your “Boat Owner’s Hurricane Readiness Questionnaire” is current and complete and on file at the Marina Operations.
- ❑ Make final readiness checks on your boat trailer and on your towing vehicle.

Wet Slip Boat Owners

- ❑ Ensure your “Boat Owner’s Hurricane Readiness Questionnaire” is current and complete and on file at the Marina Operations.
- ❑ Keep an adequate inventory of storm gear aboard and maintain dock and anchor lines of proper size and condition.

- ❑ Check your primary and alternate evacuation anchorages – reevaluate your evacuation plans.
- ❑ Adhere to the marina dockage contract provision that all boats must be able to get underway under its own power.

Marina Operations – Office

- ❑ Meet with department managers to assist with preparing items for evacuation.
- ❑ Place tentative order for rental evacuation transportation and storage units.

Marina Operations – Dry Storage Manager

- ❑ Perform storm readiness inspections on area and equipment.
- ❑ Assemble rack tie down crew and begin moving boats that will not be evacuated to intended securement sites.

Marina Operations – Wet Storage Manager

- ❑ Perform storm readiness inspections on area and equipment.
- ❑ Closely inspect floating docks and piers for potential problems. Pay special attention to areas where wave action will be severe.
- ❑ Ready extra line, chafing gear and fendering.

Marina Operations – Ships Store Manager

- ❑ Perform storm readiness inspections on area and equipment (refer to checklist).
- ❑ Distribute Hurricane Kit Supplies as directed by marina manager.
- ❑ Order fuel, ice and ____.
- ❑ Mark supplies in store stock for marina use to avoid depletion of stock by customer demands.
- ❑ Review the checklist for merchandise, store records, and cash that are to be evacuated.

Marina Operations – Repair Service Manager

- ❑ Perform storm readiness inspections on area and equipment (refer to checklist).
- ❑ Review the checklist for tools, parts, and service records that are to be evacuated.

I. Hurricane’s Eye Marina Hurricane Plan – Condition 3: 72-48 Hours to Landfall

In Condition 3, we are under a storm threat. This is the time to activate the full hurricane response team and to be well into implementation of the Hurricane Preparedness Plan. Everyone should frequently monitor radio, TV, or NOAA Weather Radio for official bulletins of the storm’s progress. Also, everyone should review needs and working condition of emergency equipment, such as first aid kit, flashlights, and battery-powered radios.

All marina employee leave is canceled – everyone is to report to their supervisor.

Responsibilities in Condition 3 are:

Marina Manager

- ❑ Visit with each employee to increase his or her personal level of preparedness and to encourage prompt return to work after the threat passes.
- ❑ Continually visit each marina area to inspect work progress.
- ❑ Prepare to issue a notice that evacuation of wet slips and dry racks is recommended.

Hurricane Response Team

- ❑ Evaluate the storm threat potential by plotting the advance and assessing weather reports.
- ❑ Advise manager on timing of issuing a notice that evacuation of wet slips is recommended. Do this very early in the U. S. Weather Service Hurricane WATCH stage in order that boats may be clear of the slips by the U. S. Weather Service Hurricane WARNING stage.
- ❑ Issue a notice that evacuation of dry racks is recommended early in the WATCH stage. The notice will include the deadline for access to boats in the racks. After this deadline boats in dry storage will not be loaded for trailering or moved to wash racks for securing of contents. This is an effort to eliminate untying of boats already secured and prolonging preparation efforts and marina personnel hazard exposure.
- ❑ Activate the wet slip evacuation shuttle volunteers.
- ❑ Be prepared to step up preparation timetables if forward speed and intensity increase.
- ❑ As time allows, work with marina crew in assigned areas with boat evacuation, rack tie down, and general facility preparations.
- ❑ Chair of HRT will report progress report hourly to Communications Coordinator.
- ❑ HRT will initiate the wet slip evacuation shuttle operation.

Communications Coordinator

- ❑ Maintain constant radio contact with marina manger and HRT.
- ❑ Continue efforts to contact boat owners to relay HRT messages.
- ❑ Maintain storm information on bulletin board outside of store.
- ❑ Receive and log boat evacuation or preparation information. Designate a courier to convey information to wet slip and dry rack managers by carbon copy note.
- ❑ Post evacuation and return shuttle information schedules, with records of who departs and who returns (assign volunteer to this).
- ❑ Notify suppliers to hold shipments until further notice.

Dry Storage Boat Owners

- ❑ Evacuation of your boat to safety is strongly advised
- ❑ Secure your boat according to your plan.
- ❑ Be aware that any costs associated with securing a boat at the marina will be charged to the boat owner.
- ❑ Advise the marina of your intention and schedule for evacuating your boat by trailer.
- ❑ Be aware that trailer loading will terminate when wind speed reaches 25 knots – or at a specified time to allow completion of marina storm preparations, so plan to move early.
- ❑ The marina will assist only with launch and recovery as weather conditions permit.

Wet Slip Boat Owners

- ❑ Evacuation of your boat to safe anchorage or to haul out is strongly advised
- ❑ Secure your boat according to your plan.
- ❑ Act soon ...Bridges will be locked down.
- ❑ Advise the marina of your intention and schedule for evacuating your boat by water or to take to a yard for haulout.
- ❑ Regarding evacuation shuttle service provided by the HRT:
 - ❑ HRT Volunteers will post shuttle schedules outside of marina office. Volunteer shuttle boats are free – until 24 hours prior to predicted hurricane landfall. Efforts will be made to have commercial captains available - AT A FEE - after volunteers are relieved of shuttle duties. (Establishing a cut off for free volunteer shuttles was the result of lessons learned from Hurricane Hugo, procrastinating captains put many volunteers in a situation where they were still shuttling when they should have been at home preparing their own property and families.)
 - ❑ Each captain shall file his evacuation plan at a shuttle control point outside of marina office (destination, number of crewmembers, estimated time to secure boats, etc.). PLEASE - LIMIT CREW TO AVOID OVERLOADING SHUTTLE BOATS. Notify the control point upon return to the marina.
 - ❑ Through coordination with the HRT, automobile transportation back to the marina will be provided from _____. This will reduce shuttle time.
 - ❑ The HRT Volunteers will organize evacuation crews for absentee boat owners if desired.
- ❑ Boats left docked at the marina should have extra lines, fendering and chafing gear.
 - ❑ Secure the boat according to the diagram posted at the marina.
 - ❑ Anticipate that the floating docks may float off of the piling.
 - ❑ The marina may be unusable to secure unattended boats.
- ❑ Be aware that any costs associated with securing a boat at the marina will be charged to the boat owner.
- ❑ Once your boat is secured, leave it and don't return once the wind and waves are up.
- ❑ **Under NO circumstances should you ride the hurricane out on your boat.**

Marina Operations – Office

- ❑ Secure a rental truck for evacuation of preselected office equipment and records.
- ❑ Coordinate materials and equipment evacuation needs for each department.

Marina Operations – Dry Storage Manager

- ❑ Alert dry rack crew to tie down schedule.
- ❑ Load trailer boats for evacuation on first come, first serve basis.
- ❑ Launch boats only for evacuation by water.
- ❑ Periodically check progress of all crews.
- ❑ Once notice is given to secure all boats:
 - ❑ Move all upper rack boats possible to lower racks prior to tying.
 - ❑ Start 2 man crews tying boats in bottom racks, to warm up and to ensure everyone is tying knots correctly.

- ❑ As soon as possible, when crews are ready, move them to top racks, then mid racks and finish up with bottom racks. Remember that it is essential to complete upper rack tie downs prior to nightfall, high winds, or rain. It will probably take 4 crews of 2 as much as 6 hours to complete the job.
- ❑ Put all boats in dry racks if possible. Secure outside racks.
- ❑ PULL boat plugs and LOWER canvas. The additional weight of water in boats could collapse the rack system.
- ❑ Manager will inspect knots and plugs/canvas after crews pass. Ensure that proper knots are being used. Improper tie downs will be a waste of a lot of very dangerous work..
- ❑ Ensure crew is working with extreme caution, wearing non-skid shoes, hard hats, and safety harnesses.
- ❑ Terminate work in upper racks if conditions warrant (high wind -25 Knots, rain).

Marina Operations – Wet Storage Manager

- ❑ Assist evacuating boats and shuttles getting underway and returning.
- ❑ Assist with launch and haulout.
- ❑ Continue fuel dock operations.
- ❑ Determine best locations for boats likely to be left in the marina.

Marina Operations – Ships Store Manager

- ❑ According to the checklist, prepare merchandise, store records, and cash that are to be evacuated.
- ❑ As confusion in the stores mounts, close for retail business in order to assist with communications and to begin securing the store and contents for storm. (Remain open for ice and hurricane supply items until the situation is prohibitive).

Marina Operations – Repair Service Manager

- ❑ According to the checklist, prepare tools, parts, service records and cash that are to be evacuated.
- ❑ Launch marina boat for use as needed in securing wet slips, then fuel, check equipment and supplies, then load to evacuate by trailer.

J. Hurricane’s Eye Marina Hurricane Plan – Condition 2: 48-36 Hours to Landfall

In Condition 2, a hurricane may strike within 48-36 hours – a hurricane WATCH has been issued. This is the time to complete securing of marina and boats. The Emergency Management Agency probably has recommended voluntary evacuation of islands and other low-lying areas by this time. Marina management, in consultation with the HRT will determine marina closing and employee evacuation schedule. Entry to the marina is limited at this time to employees, members of the HRT and boat owners in the process of evacuation.

Responsibilities in Condition 2 are:

Marina Manager

- ❑ Make continual checks of storm readiness preparations in all departments.

- ❑ Determine security requirements as confusion mounts. Reducing unnecessary traffic at the marina may require a Security Guard.

Hurricane Response Team

- ❑ Evaluate the storm threat potential by plotting the advance and assessing weather reports.
- ❑ Be prepared to step up preparation timetables if forward speed and intensity increase.
- ❑ Assist marina manager in checks of storm readiness preparations in all departments.

Communications Coordinator

- ❑ Prepare communications equipment and contact lists for evacuation.
- ❑ Put pre-qualified repair and salvage companies on stand-by.

Dry Storage Boat Owners and Wet Slip Boat Owners

- ❑ Be securing your boat according to your plan as filed with the marina.

Marina Operations – Office

- ❑ Back up computer files.
- ❑ Print out general ledger to date.
- ❑ Process and mail all outgoing mail.
- ❑ Get travelers checks as required by marina manager.
- ❑ According to the checklist, load office equipment and files for evacuation.

Marina Operations – Dry Storage Manager

- ❑ Facilitate boat evacuation by trailer until announced deadline.
- ❑ Secure area flags, trashcans, carts, furniture, fire extinguishers, and other loose items that can be affected by wind.
- ❑ Secure dinghies, day sailors and outside dry rack boats.
- ❑ Place marina cart on the dinghy trailer for evacuation.
- ❑ According to the checklist, load dry storage customer and operations files for evacuation.

Marina Operations – Wet Storage Manager

- ❑ Secure area flags, trashcans, carts, furniture, and other loose items that can be affected by wind.
- ❑ Assist evacuating wet slip boats and wet slip boat owners asking to haul out.
- ❑ According to the checklist, load wet slip customer and operations files for evacuation.

Marina Operations – Ships Store Manager

- ❑ According to the checklist, load merchandise, store records, and cash for evacuation. Coordinate transportation with Marina Office.
- ❑ Inventory and order fuel and ice.
- ❑ Consolidate frozen items into 2 freezers, if possible.
- ❑ Freeze or release live bait once pump is shut down. Do early enough to allow freezing before electricity goes off.
- ❑ Set up 12v batteries to power VHF during electrical outages.
- ❑ Carefully monitor sales of ice, batteries, flashlights, rope and other storm supplies. Retain an adequate stock for marina's use.

- ❑ Relocate merchandise that cannot be evacuated, but could be damaged by flooding. Ensure that storage room doors and vents are tightly secured with plywood and plastic.
- ❑ Assist Communications Coordinator as required.

Marina Operations – Repair Service Manager

- ❑ According to the checklist, load tools, parts, service records, and cash for evacuation. Coordinate transportation with Marina Office.
- ❑ Coordinate boarding up of all windows at store, office and service shop.
- ❑ Secure area flags, trashcans, carts, furniture, fire extinguishers, and other loose items that can be affected by wind.
- ❑ Secure containers for used oil, antifreeze and other environmental hazards.

K. Hurricane’s Eye Marina Hurricane Plan – Condition 1: 24 Hours to Landfall

In Condition 1, there is high probability the hurricane will strike – a hurricane WARNING has been issued. This is the time to have completed evacuation efforts. Marina management will announce marina closing and employee evacuation schedule. Everyone will stand by to evacuate. Entry to the marina is limited at this time to employees, members of the HRT.

Everyone should continue to closely monitor radio, TV, NOAA Weather Radio, or hurricane Hotline telephone numbers for official bulletins. Follow instructions issued by local officials. **LEAVE IMMEDIATELY IF ORDERED TO DO SO.** Under any circumstances - leave areas that might be affected by storm tide or a stream flooding.

Anyone working on the docks or near the water is required to wear life jackets.

Responsibilities in Condition 1 are:

Marina Manager

- ❑ Prepare to evacuate.
- ❑ Account for all personnel and clientele.
- ❑ Arrange for transportation.
- ❑ Make final checks of storm readiness of all departments.
- ❑ Prevent unnecessary traffic at the marina.
- ❑ Base a decision to evacuate on recommendations from local authorities and the condition of evacuation routes.
- ❑ Evacuate customers, essential files, records, equipment and personnel when premises are secured or immediately on order from the Emergency Management Agency.

Hurricane Response Team

- ❑ Evaluate the storm threat potential by plotting the advance, assessing weather reports and listening to County Emergency Management Agency instructions.
- ❑ Be prepared to step up preparation timetables if forward speed and intensity increase.
- ❑ Advise marina manager on final evacuation timing.

- ❑ Assist marina manager in final storm readiness checks.
- ❑ Organize post-storm rendezvous.

Communications Coordinator

- ❑ Communicate evacuation order as directed.
- ❑ Communicate post-storm rendezvous.
- ❑ Maintain telephone and radio operations as long as possible.

Dry Storage Boat Owners

- ❑ Stay clear of the marina, unless you are a member of the Hurricane Response Team.
- ❑ Have completed all storm preparation efforts for your boat. Complete securing home and evacuating family as instructed by the County Emergency Management Agency.

Wet Slip Boat Owners

- ❑ Stay clear of the marina, unless you are a member of the Hurricane Response Team.
- ❑ Have completed all storm preparation efforts for your boat. Complete securing home and evacuating family as instructed by the County Emergency Management Agency.

Marina Operations – Office

- ❑ Evacuate office equipment and files.

Marina Operations – Dry Storage Manager

- ❑ Dry rack tie-down should be completed.
- ❑ Prepare a list of boats left in marina and photograph each.
- ❑ Use forklift to assist with removal of heavy items from docks.
- ❑ Fuel and then park forklifts at highest ground point. Park boat elevators in down position.
- ❑ Marina boats: fuel and equip for trailering and evacuate when appropriate with designated vehicle.

Marina Operations – Wet Storage Manager

- ❑ Assist wet slip evacuees as required.
- ❑ Stand by to position breakwater across marina entrance with proper markings in place after evacuation efforts are complete.
- ❑ Secure any boats not evacuated.
 - ❑ Prepare a list of boats left in marina and photograph each.
- ❑ Lash dock boxes to cleats and wire/lock tops closed.
- ❑ Secure all dock carts ashore.
- ❑ Wire shut all power centers covers. Use 3" strips of wire.
- ❑ Remove and carefully secure hanging fish scale (careful not to damage calibration).
- ❑ Decommission and secure fuel docks, including pumpout station (remove all oils and other inventory).
 - ❑ Remove hose reels and other removable items.
 - ❑ Lash dispenser covers to the frames.
 - ❑ Seal fuel storage tanks.
 - ❑ Close all valves.

- Disconnect ramps and pull/ secure ashore.
- At last call for evacuation remove life rings and fire extinguishers from floats.

Marina Operations – Ships Store Manager

- Collect and consolidate Hurricane Kit materials and equipment not in use.
- Complete final boarding of building.

Marina Operations – Repair Service Manager

- Connect gas generator when power loss is experienced. Have two 5-gallon cans of gas at standby.
- When appropriate, cut power, water and natural gas to all marina buildings (open all major circuit breakers).
- Stand by to disconnect floating dock power cables, water and fuel lines if tidal surge is expected.
- Stand by to disconnect dock ramps and to secure docks to fixed pier pilings.
- Double check readiness of emergency pumps and secure on service truck.

L. Hurricane’s Eye Marina Hurricane Plan – Condition 0: Hurricane

In Condition 0, we will be under hurricane influence. No boat or marina preparation will occur. Concern is for personal and family safety only.

Responsibilities in Condition 0 are:

Marina Manager, Hurricane Response Team, Communications Coordinator, area managers and employees

- Remain in safe shelter.

Dry Storage Boat Owners and Wet Slip Boat Owners

- **Remain in safe shelter; do not be aboard in a Hurricane!**
- One of the most dangerous mistakes a skipper can make is to stay aboard during a hurricane. There is little, if anything, a skipper can do to save a boat when winds are blowing 100 mph, tides are surging, and visibility is only a few feet.

M. Hurricane’s Eye Marina Hurricane Plan – Return and Recovery

After the hurricane has passed, everyone is advised to remain in a protected area until announcements are made on radio or TV that dangerous winds and flooding have passed. Telephone communications may not be possible. Listen to public radio broadcasts for this information. Marina personnel are expected to return to the marina as soon as possible to begin the cleanup process and to return the marina to operating conditions.

Controlling damage after the hurricane is important. This can save time and money for the marina and boat owners. Someone with authority must be available to work with salvors, owners, and insurance representatives and provide security to limit access to the property. We will admit only boat owners, authorities, insurance personnel, and only those contractors and surveyors on

assignment. Salvage operations will be discussed with owners and their insurance companies before moving damaged boats. Calling insurers with a description of conditions at your marina will help expedite removal of boats as well as the payment of salvage bills and claims.

If there have been high waters, be careful of snakes or other animals that may have gotten into buildings or other high points.

Responsibilities in Return and Recovery are:

Marina Manager

- ❑ Communicate with HRT and assemble at a designated time and place.
- ❑ Re-enter marina when cleared by local emergency management.
- ❑ Prepare to assist in search and rescue activities.
- ❑ Conduct a safety inspection and document damages photographically before permitting customers on the property. If necessary, request assistance from the Emergency Management Agency, fire department, utility companies, or police.
- ❑ Clearly mark and blockade hazard areas; be particularly careful of fallen electrical lines and leaking fuel.
- ❑ Deploy containment equipment for liquid spills.
- ❑ Designate spokesperson(s) for media, insurance, and customers.
- ❑ Evaluate boat condition reports as provided by wet and dry storage managers. Prepare reports for customer notification by Communications Coordinator.
- ❑ Contact local or state agencies regarding necessary permit requirements for rebuilding.
- ❑ Begin clean up and repair procedures only after insurance company has been contacted and legal documentation of damage has been accomplished.
- ❑ Determine the priorities for getting the marina back in business – make assignments to HRT accordingly.

Hurricane Response Team

- ❑ Assist marina manager with damage assessments and planning a repair schedule.
- ❑ Make recommendations for improving the marina “Hurricane Preparedness Plan” (in writing within two weeks of Hurricane).

Communications Coordinator

- ❑ Set up and supervise operations center, log in all arrivals and departures.
- ❑ Contact employees not returned.
- ❑ Contact repair and salvage companies as directed.
- ❑ Contact customers to report boat condition and when marina is estimated to be open to inspect boats.

Dry Storage Boat Owners and Wet Slip Boat Owners

- ❑ Remain clear of the marina until notified.
- ❑ Review insurance policy and prepare to evaluate and report damages to insurance agency.

Marina Operations – Office

- Assist Communications Coordinator.
- Restore offices to operation as soon as possible.

Marina Operations – Dry Storage Manager

- As approved by manager:
- Evaluate boats in dry storage and submit a report to manager.
- Put forklift and other lifts in service.

Marina Operations – Wet Storage Manager

- As approved by manager:
- Evaluate boats in wet storage and submit a report to manager.
- Prepare Marina boat for launch.

Marina Operations – Ships Store Manager

- Obtain and account for emergency equipment issued.
- Assist Communications Coordinator.

Marina Operations – Repair Service Manager

- Assemble recovery equipment inventory – lifts and cranes, tractor, winches, blocks and tackle, lift slings, etc.
- Work with qualified electrician to check out all circuits and electrical equipment.
- Assist manager.

“We’re all in this together” Captain Ahab

I have read, understand, and agree to Hurricane’s Eye Marina “Hurricane Preparedness Plan”.

Print name: _____, Employee ____, Boat Owner: ____

Signed: _____

Date: _____