

**Marina/Boat Dealer/Yacht Club
Hurricane Preparedness Plan**

ACTIONS DURING STORM APPROACH

GENERAL GOOD PRACTICE

- Does your storage agreement clearly state the boat owner's responsibilities to secure or remove their vessel in the event of a named storm?
- Does your storage agreement contain wording that holds a boat owner liable for damages resulting from a poorly secured vessel that causes damage to the yard or other vessels during a named storm?
- Do you offer boat owners an upfront option to automatically have their boats hauled by the yard in the event a tropical storm warning is issued for your area? Doing so can expedite your ability to get boats out without having to wait on a decision from a boat owner.

**PREPARATION
FIFTH DAY PRIOR TO PROJECTED STORM ARRIVAL**

OWNERS/ MANAGER

- Monitor NOAA and other weather reports
- Review preparedness plan with all employees
- Coordinate supplies, tools and labor
- Purchase dock lines and other supplies/ equipment
- Notify all customers that facility is on alert. Suggest customers strip boats of canvas, close all hatches and thru-hull fittings, and shut off fuel tanks
- Contact camper owners to determine their plans –advise them of options
- Call special customer list and suggest hauling boat immediately. Advise that ramp will not be available after specified date.
- Contact insurance broker to determine if additional procedures are needed
- Contact awning company to remove awnings (or do it ourselves)
- Contact recycle oil company to remove oil
- Purchase plywood, duct tape and other such supplies
- Contact fuel oil company to top off fuel tanks

YARD/ DOCKS

- Test critical equipment –pumps, generators, hauling machines
- Haul any boats/ equipment belonging to marina owners

RENTAL HOUSES

- Meet with renters to discuss preparation and evacuation plans

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- Post obligations and responsibility of owners at Rental house site**

FOURTH DAY PRIOR TO PROJECTED STORM ARRIVAL
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OWNERS/ MANAGER

- Continue to monitor NOAA and local weather**
- Post signs at strategic locations –all piers, pool, boat ramps, etc.**

YARD/ DOCKS

- Haul any boats for pre-arranged customers or as requested by marina customers**
- Begin hauling trailer boats/ assist trailer boat customers**
- Begin moving equipment/ supplies/ parts to high elevation storage where possible**

RENTAL HOUSES

- Stay in communication with renters**

THIRD DAY PRIOR TO PROJECTED STORM ARRIVAL

OWNERS/ MANAGER

- Continue to monitor NOAA and local weather**
- Get supply of cash from bank**
- Process all mail and paperwork**
- Test backup of computer files**
- Delay delivery of items scheduled for shipment**
- Purchase extra batteries; exchange cell phone numbers with team**
- Verify camper owner plans**
- Review storm plan with employees**

YARD

- Continue to haul boats**
- Assist customers in hauling trailer boats**
- Customers remove boats from boat lifts and PWC drive-ons**
- Customers remove boats from dinghy racks and take home**
- Relocate and tie- down all kayaks and canoes**
- Place kayak/ canoe paddles/ vests in office storage**
- Remove or tie up and otherwise secure office awnings**
- Continue moving items to high storage**

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- Move personal items in storage (trucks, furniture, etc.) to safe location**

RENTALS

- Remove or tie up and otherwise secure small awnings**
- Remove BBQ grills and place in storage**
- Secure oil tanks in safe location to keep from floating**
- Tape over oil tank fill caps**
- Cover windows with plywood/ duct tape**

SECOND DAY PRIOR TO PROJECTED ARRIVAL
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OWNERS/ MANAGER

- Continue to monitor NOAA and local weather**
- Backup all computers to disc**
- Move computers, office equipment and records to offsite storage**

YARD

- Continue to haul boats**
- Verify that all blowables and floatables are removed/ secured**
 - Signs (entrance, etc.)**
 - Tables, chairs, umbrellas, dock carts**
 - Pool furniture**
- Secure boats that have decided to remain at docks**
- Secure or empty any fuel tanks or move to high ground**
- Remove fire extinguishers from all piers**

RENTALS

- Meet with renters to coordinate evacuation**
- Place deck/ pool furniture inside houses**

TIME IMMEDIATELY PRIOR TO PROJECTED ARRIVAL
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OWNERS/ MANAGER

- Continue to monitor NOAA and local weather**
- Turn off power to all piers**
- Turn off all water to all piers**
- Turn off sewage pumps**
- Change answering machine message**
- Get cameras –take pre-storm photos. Get ready for post-storm photos**
- Take insurance policies and important phone numbers to secure offsite location**

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YARD

- Move all vehicles to upland location**
- Continue securing boats remaining in slips**
- Persons remaining on boats must sign waiver of liability; get nearest relative address and phone number**
- Do last patrol of grounds**

RENTALS

- Confirm that renters have evacuated all premises and removed personal items**
- Check rental houses to confirm things are secured and power is off**
- Lift fabric furniture if possible**
- Tape windows; lock doors**

ISSUES

- Process for boat hauling (washing)**
- Where will boats be stored**
- Will boat batteries be disconnected**
- Will drain plugs be in or out for hauled boats**
- Procedures for trailer boats**
- Options for campers**
- Ramp use by outsiders**
- Turning off power to piers –when do we do this**
- Supplies –dock lines, extra boat batteries –how many**
- Get workboat ready for post-storm use**
- Remove or secure floating docks/ tie to pilings**