Emergency Action Plan Checklist for Marinas and Yacht Clubs

In the past 100 years, Atlantic hurricanes have wreaked havoc as far north as Halifax, Nova Scotia and as far south as the Caribbeanislands and Central America. The key lesson from these major storms is that a well thought out emergency action plan may significantly reduce direct and indirect damage. The plan should include actions before, during and after a hurricane.

Chubb Marine Facilities loss control specialists are pleased to provide with you with this exclusive publication on guidelines for developing and implementing a hurricane emergency action plan.

Prior to Hurricane Season

- Develop formal plan and distribute to employees to allow them to prepare responsibilities during a hurricane.
- Assign responsibility for all physical plant, operations, equipment and housekeeping. Designate team leads and critical personnel. Update contact information.
- Review plan with co-tenants and subcontractors.
- Size inventory and orders during hurricane season to minimize loss.
- Anticipate inventory of vessels during hurricane season (permanent, transient, new or brokered); plan to secure at your facility or move inland.
- Vessels stored on land: cradle or have 4 to 6 jack stands chained together with bases protected from shifting or sinking; secure with lines or web straps to ground screws or preset concrete eyes; nest vessels gunwale to gunwale and strap together.
- Non-owned vessels in your care, custody or control, at your facility or elsewhere: provide your written Hurricane Action Plan to vessel owners, as notice to those in mooring, listing or work order contract.
- Request vessel owners file hurricane plans.
- Know all vessels, owners or designated representatives, captains and caretakers: have contact information (home, work and cell numbers and addresses during hurricane season).
- Conduct complete facility housekeeping audit: clean up open areas and structures, remove debris, trash and unneeded items; store or secure all materials and supplies; inspect and service building walls, roofs, windows, doors, docks, piers, wharfing or slipfingers, pilings, electrical and lighting installations, fuel and natural gas dispensing equipment, portable and fixed fire-fighting equipment, mobile lifts, hydrolifts and railways.
- Stock emergency equipment and supplies: extra mooring lines, lumber for fender boards, chafing gear, screw anchors, flashlights, batteries, portable generators, electrical and manual bilge pumps, hull patching and repair supplies.

72 to 48 Hours Prior to Hurricane Watch*

- Notify personnel and start hurricane plan action.
- Place mobile or waterborne operations personnel on standby to start securing operations.
- Begin facility protection: police yards, marina and dock areas; stow away or secure loose equipment.
- Secure all flammable, explosive or other hazardous materials, including compressed gas cylinders, in a safe, protected and secure area.
- Dry storage or other facilities with outside “racks” for small boat and trailer storage: remove vessels from racks and secure elsewhere.
- Facilities with “rack” storage inside buildings located in lowland: evaluate need to evacuate all vessels.
- Take down large signs, antennas or other removable items subject to wind damage.
- Begin facility protection precautions: storm shutters or other protective equipment should be ready/installed for use.
- Process and mail paperwork on hand; secure other paperwork in a safe place.
- Store expensive equipment and products in inland warehouses.
- Reduce inventories where feasible and delay orders for materials, stocks and supplies.
- Contact vessel owners/representatives to begin removing vessels from facility, if required.

48 to 36 Hours Prior to Hurricane (Hurricane Watch*)

- Complete vessel removal.
- Fuel and secure remaining vessels.
- Secure fueling operations and equipment.
- Secure all equipment not needed for storm preparation in protected areas: forklifts, trucks, travellifts, mobile cranes, workboats.

36 Hours Prior to Hurricane (Hurricane Warning*)

- Complete vessel protection and securing with final check of doubled mooring lines, tied off with sufficient slack, and fender boards/protective equipment in place.
- 12 hours prior to storm, release personnel not staffing facilities during storm, with instructions for reporting back after storm.
- Lock and secure all perimeter access points: fences, gates and building doors.
- Lowland locations: secure docks, field buildings and offices; evaluate trailers; turn off power, natural gas and city water lines at main switch/valve/meter; secure fuel supply tanks/lines at shore side installation; disconnect and store electric motors, and pumps that are at or below ground level.
- Evacuate all personnel from all vessels.
- Notify location management and local police when location is secured and evacuation complete.

During Hurricane

- Remain inland if possible; for staffed facilities, use extreme caution if outdoor activity is needed.
- Do not move or re-secure loose vessels.
- Do not go outside during storm "eye" or lull.

After Hurricane

- Begin preliminary damage assessment: wear boots and gloves.
- Watch for snakes, alligators or wild animals in grassy areas.
- Watch for downed electrical wires; generators may be operating and the lines may be "hot."
- Smell for leaking natural gas (no matches or candles).
- Check for leaking gasoline or diesel fuel at fueling docks and tanks.
- Do not start electrical equipment that has been submerged until checked and repaired.
- Report broken sewer and water mains to utility or facility owner.
- Check building, ship and dock electrical wiring before turning on main power switch.
- Inspect, repair/replace all wet small appliances.
- Prepare written damage assessment.
- Report theft and vandalism to local police: obtain incident report and number for insurance and IRS loss reporting.
- Document repairs made prior to insurance adjustment.
- Prepare for third-party vessel owner inquires; notify of vessel damage as soon as possible; provide status on facility and berthing options.
- Plan to handled controlled access to facility: yacht club members/nonmembers; marina tenants/nontenants; media representatives; outside salvage contractors, repairers, estimators, surveyors, adjusters and appraisers.

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