

A large, stylized graphic of a hurricane eye, outlined in yellow and blue. Inside the eye, the words "Hurricane" and "Preparation Plan" are written in a bold, black, sans-serif font, separated by a horizontal line. The background of the entire page is a grayscale image of a tropical beach with palm trees and a cloudy sky, suggesting a hurricane environment.

Hurricane Preparation Plan



Recommended Hurricane Preparation Plan

DEFINITIONS:

Saffir/Simpson Scale

Category	Wind
I	74-95 mph
II	96-110 mph
III	111-130 mph
IV	131-155 mph
V	156+ mph

Advisory – A message released by the hurricane center, usually at 6 hour intervals, updating information on the storm or hurricane, including watches and warning whenever they are in effect. A special advisory message is given any time there is a significant change in the weather conditions or change in warnings previously released. An intermediate advisory updates information in advisories at 2 – 3-hour intervals, whenever a watch or warning is in effect.

Small Craft Warnings – When a hurricane or tropical storm threatens a coastal area; small craft are advised to remain in port.

Tropical Storm Warning – A warning of sustained winds within the range of 39 – 73 miles per hour.

Tropical Depression – A circulation at the surface of the water with a sustained wind speed of 38 mph or less.

Tropical Storm – Distinct circulation with sustained wind speeds of 39 to 73 mph.

Hurricane – A tropical cyclone (a storm that rotates counterclockwise) with sustained winds of 74 mph or greater.

Hurricane Watch – The first alert when a hurricane poses a possible, but as yet uncertain, threat to a coastal area within 36 hours, can be issued as early as 48 hours.

Hurricane Warning – Hurricane warning is expected to strike within 24 hours with sustained winds of 74 mph or more accompanied by heavy rain and high waves.



Planning Prior To Hurricane Season

1. This hurricane plan shall be distributed to all employees. Facility personnel will have homes, family, and property of their own to consider. Personnel will be made aware of their work-related duties and responsibilities so that they can plan accordingly.
2. All employees must know the physical plant facilities, operations services, equipment and housekeeping. Assignments will be made to personnel to be responsible for areas and operations of the facility. Designated team units to be responsible to key people.
3. Review of all plans and procedures must be conducted with co-tenants and/or subcontractors.
4. Review all facility's "seasonal" operations or activities during hurricane season and order supplies, stocks, and vessel inventory items accordingly to keep exposures as low as possible.
5. Consider the number of vessels that may be on hand in the care, custody and control at the marina at any time during the hurricane season. It will be important to know how any vessels will be moving upland or into protected areas. How and by whom? These questions are best answered in the calm, long before the storm.
6. Make sure all customers have a copy of customer hurricane preparation plan.
7. Make sure all vessel owner's insurance policies are current and name the marina as additionally insured.
8. Know all vessels and their owners, captains, or caretakers. Have on record the home and business phone numbers and addresses of the vessel owner or their designated representative. Have vessel owners file their hurricane plans in writing.
9. Conduct a full facility housekeeping and "field day" operation sometime in the spring or just prior to the hurricane season to police and clean up all open areas and structures within the facility. This should include, but is not limited to, the following:
 - a). Remove all debris, trash and unnecessary items from open areas.
 - b). Trim all trees and shrubs and dispose of cuttings.
 - c). Store or otherwise secure all materials and supplies.
 - d). Inspect and service as necessary all building walls, roofs, windows, doors, docks, piers, pilings, electrical and lighting installations, fuel and natural gas supply, dispensing equipment, fire fighting equipment and hauling equipment.
 - e). Dispose of/or secure all boat equipment and/or parts.
 - f). Inspect and service as necessary all lifesaving equipment such as lifejackets, work vests, life rings and lines, life rafts or rescue vessels.
 - e). Dispose of/or secure all boat equipment and or parts.
 - g). Check all dry storage facility areas and racks for soundness and security.
10. Order and stock as necessary emergency equipment and supplies for the facility. Warrants such as extra lumber, screws, anchors, flashlights, batteries and generators. As well as any emergency repair supplies.

Planning Before The Hurricane

A. 73 – 48 hours prior to hurricane's ETA (Earlier if a weekend is involved)

- 1). Notify personnel that the facility is on hurricane alert. Personnel should commence preparations for putting the hurricane plan into action.
- 2). Any mobile or waterborne operations personnel should be put on standby to start securing operations within twenty-four (24) hours.
- 3). Begin facility protection preparations by policing all yards, marina and dock areas to stow away or secure loose equipment and items.
- 4). Secure all flammable, explosive or other hazardous materials, such as compressed gas cylinders in a safe, protected and secure area.
- 5). Take down large signs, antennas or other removable items subject to wind damage.
- 6). Facility protection precautions should commence at this time. Storm shutters or other protective equipment should be made ready and/or installed for use.
- 7). Process and mail all paperwork that can be completed immediately. Set all new paperwork aside to be completed after the hurricane.
- 8). Remove expensive equipment or products to inland storage.
- 9). Reduce inventory as much as possible and delay ordering materials, stocks or supplies.

B. 48 – 24 hours prior to hurricane's ETA

- 1). Lowland locations that are evacuating personnel and equipment should be completing and securing operations. All dock structures, field buildings and offices should be secured. All electrical power supplies shall be secured by turning off at the main switch. All fuel supply tanks and lines should be secured at the shore side installation. All electrical motors, pumps and like equipment at or below ground level should be disconnected and protected or placed in a safe location. Turn off all fresh water supplies at the meter.
- 2). All vessel removal operations should be well underway and completed during this twenty-four hour period. Plans for remaining vessels should commence.
- 3). Any equipment such as forklifts, trucks, workboats and rental boats that may not be needed in storm preparations should be secured in protected areas.
- 4). All company vessels and vehicles should be topped off with fuel as necessary in preparation of securing all facility fueling operations and equipment. Loss of electricity during a storm may disrupt fuel supplies after the storm.
- 5). Complete securing all facility "shop" operations as their equipment and operations are not needed and their interior, protective space can be utilized for storage of other facility equipment. Secure and lock doors.

C. 24 – 0 hours Prior to hurricane's ETA

In these hours prior to the projected arrival of the hurricane, the "Hurricane Warning" advisory has been issued and it is highly likely that the hurricane will landfall near the facility. The following activities should be in progress or nearing completion so that most personnel can be released in the next twelve hours.

- 1). All vessel protection and securing operations should be completed with the final check.
- 2). All employees should be released no later than twelve hours prior to storm. Instructions for reporting back to work after the storm should be given.
- 3). Insure that all gates, fences and building doors are locked and secured.
- 4). All facility precautionary preparation should be completed twelve hours prior to the hurricane's arrival. Depending on the track of the storm, the extent of preparation based on information received may or may not be adequate. All precautions taken as a result of the hurricane warning should be on the belief that the storm will hit directly on the facility with its full force. If the full precautionary measures have not been taken, there is probably little that can be done at this point to improve on what has been done. This is especially true if authorities issue an evacuation notice to the facility location or area. In that case, **EVACUATE** the area and hope that the measures taken will suffice, **The protection of human life is more important than any property loss or damage.**
- 5). No personnel should be allowed to stay on the premises.
- 6). Notify local law enforcement that the facility is secured and evacuated.

During The Hurricane

- 1). Stay in a protected and safe place inland if possible.
- 2). Stay tuned to news and weather broadcasts concerning the hurricane's movement so you will know when the danger has passed.
- 3). Do not assume that the calm of the eye of the hurricane means that the storm has passed. If the eye passes over you, there is still the other side of the hurricane to pass before it is over.



After the Hurricane

The following information is being offered for safety consideration:

1. Extensive damage may have been caused by the hurricane passing through the area. While checking the conditions of the facility is the main concern, there may be limitations to access to the facility or at the facility itself. Flooded roads, downed power lines, washed out areas of coastline and roadways should be considered. An inspection of the facility should be made as soon as it is practical to determine conditions, damages and security of the facility.
2. Since the marina is located so close to the waterways, and this area may have been especially ravaged during the storm, be alert for flash flooding that may occur even after the storm has ended due to heavy rains up stream or flooded canal areas. Also be alert for tornadoes which are frequently associated with hurricanes or occur after a hurricane has passed. In crossing water, do not try to cross a stream or pool of water unless you are certain that the water will not be above your knees (or above the middle of your car's wheels) all the way across.
3. As personnel return to the facility and begin the preliminary assessment of the overall conditions and damages, they should be aware of the following:
 - a. Beware of wildlife when going into the grassy areas or other locations. Personnel should wear boots and be cautioned to look where they place their feet and hands.
 - b. Be aware of possible downed electrical wires which be considered "HOT" and avoid until the power company personnel are available.
 - c. Check all fueling stations both gasoline, diesel and natural gas installations for leakage.
 - d. Electrical equipment that has been submerged in water is not to be started until it has been checked and repaired if necessary.
 - e. Broken sewer or water mains are to be reported immediately to the utility company responsible for repair.
 - f. Buildings, shops and docks electrical wiring is to be checked completely prior to turning on the main power.
 - g. Wet electrical appliances should be inspected and repaired or replaced as necessary prior to operation.
4. As soon as the facility has been deemed safe for complete inspection, and where damage has occurred, a complete survey of the facilities, inventories, equipment and stocks should be made and documented with photographs if possible. Losses or damages should be reported immediately to the insurance agent or insurance carrier.
5. A written assessment of damages must be written. An estimate of the damages should also be made for docks, piers, equipment, vehicles, offices, boat barn, fuel system, electrical systems, buildings, etc.
6. If there appears to be any theft or vandalism to the facility a report must be made to local law enforcement. The incident report number assigned by law enforcement should be obtained and if possible, a copy of the incident report. This will be used to substantiate any insurance claim or property loss.

7. Immediate repairs may be required to continue to start up operations. Any actions taken during the course of repairs, prior to any insurance adjustment settlement, these actions should be properly documented for records and files. In the case of facility property damages, property damage appraisers assigned by the insurance company will be involved in assisting with the claim adjustment. Insurance companies will establish storm claim offices to handle numerous claims after a hurricane's area damage. In a catastrophe situation extra adjusters and appraisers are called in as catastrophe teams to handle the extra volume of claims.
8. It is obvious that third party vessel owners, captains, caretakers and others with vessels in care, custody and control of the marina may be interested in the status of their vessel. These inquiries should be fielded as best as possible, especially where there is no damage to the others property, or the person should be notified if there is damage. Consideration to third party interests in all damage and loss incidence must be made.
9. While vessel owners may want to return to the marina as soon as possible, they should be advised to the situation at the facility and as to the availability of the berthing facilities for their vessel. If the damages preclude the facility from providing access or a berthing space for returning vessels, the owners should be so notified and advised as to when the facility may be available for business or providing a berth space for their vessels.
10. If the facility is relatively undamaged, then efforts should be made to become operational and provide facility services to those who are not so fortunate.
11. Controlled access and/or security at the facility may be required in any instance. Facility personnel should be put in charge of such security with consideration given to the handling of:
 - a. Members and non-members
 - b. Tenants and non-tenants.
 - c. Radio, television and press representatives.
 - d. Outside salvage contractors, repairers, estimators, surveyors, adjusters, appraisers, etc.

***Disclaimer:** Please note that this document serves as a guideline only, as each region and facility may have unique circumstances and site conditions that require additional attention in storm preparedness. It's important to acknowledge the variability in conditions and circumstances that these different regions and facilities might face, as it can greatly affect the necessary preparations and response measures.



When others failed, ours stayed GOLDEN.



MOSS MARINA
Before Hurricane Ian



NERVOUS NELLIE'S
Before Hurricane Ian



GULF STAR MARINA
Before Hurricane Ian



MOSS MARINA
After Hurricane Ian



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