Preparing Marinas for Hurricane Season

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 Caribbean Islands and Central America. We all have witnessed the vast devastation these storms caused. 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 you with this exclusive publication on recommendations for marinas and yacht clubs to develop and implement a hurricane emergency action plan. To learn more about Chubb Marine Facilities insurance products for commercial marinas and yacht clubs, please contact MarineFacilitiesInfo@chubb.com.

Prior to Hurricane Season

- Develop formal plan and distribute to employees to allow them to prepare for personal as well as work 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.
- Manage inventory and orders during hurricane season to minimize potential 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 vessel 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, wharfting 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.
Secure fueling operations and fuel and secure remaining vessels. Complete vessel removal and fueling.

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 trailors; 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.
- Smell for leaking natural gas: do not use matches, candles or any open flame device.
- Check for leaking gasoline or diesel fuel at fueling docks and tanks.
- Don’t start electrical equipment that has been submerged until checked and repaired.
- Report broken sewer and water mains to utility or facility owner.
- Check building, slip 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 all repairs made.
- Prepare for third party vessel owner inquires; notify of vessel damage as soon as possible; provide status on facility and berthing options.
- Plan to control access to facility: yacht club members/nonmembers; marina tenants/non-tenants; media representatives; outside salvage contractors, repairers, estimators, surveyors, adjusters and appraisers.

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