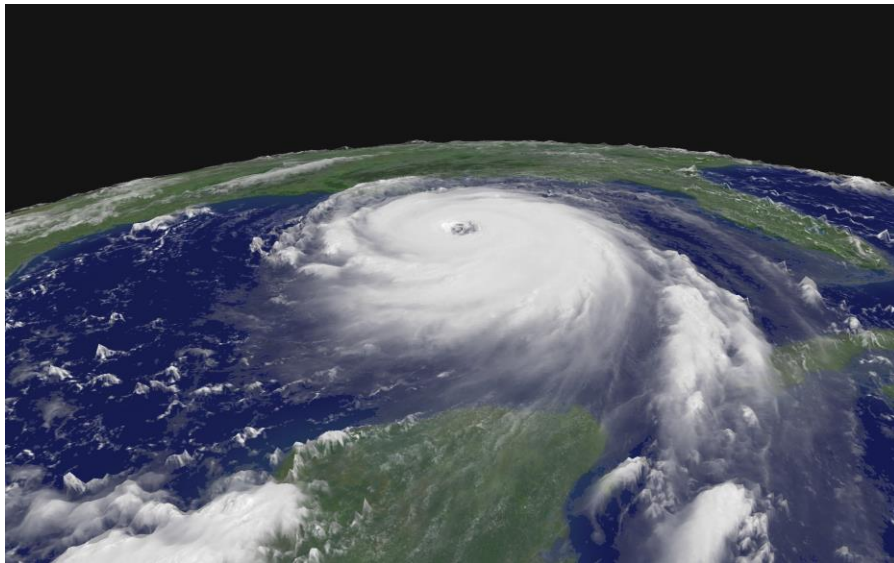


MARCO ISLAND YACHT CLUB

HURRICANE ACTIVATION PLAN



Club Main Phone:

239-394-0199

Dockmaster: Missy Milanese Duffy

Direct: 239-378-8835

Dockmaster Email: dockmaster@marcoislandyachtclub.net

Date of last update: [5/27/22](#)

Updated by: Missy Duffy

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Sample of letter from Dockmaster & Hurricane Committee:

Welcome to our first hurricane season at Riverside Marina! We would like to thank each boater in advance for their cooperation, flexibility, and support during this upcoming hurricane season. As summer approaches, it is important for us to be prepared as a Club and Marina in the event of a hurricane. The following hurricane guidelines will help you to better prepare your vessel for a storm.

It is mandatory that all boaters leave the Marina during a storm. **You (or your Captain/crew) may NOT ride out the storm on your boat. No exceptions.** We are requiring ALL boat owners, whether you will be in town for the summer or not, to submit a written hurricane contingency plan to the Dockmaster (dockmaster@marcoislandyachtclub.net) by June 15. This must include who will be responsible for securing your vessel in the event of a storm and their contact info, and the evacuation plan in case of total evacuation. This must include the captain/yacht service responsible for moving your vessel if you are not here. This will be kept in a file that the Dockmaster will use if you cannot be reached in the event of an impending storm.

If Marco Island is under an evacuation order or remains in the “cone of uncertainty” 36-48 hours before the predicted landfall, all MIYC personnel will be off site at that time.

Your vessel is your responsibility. If you are not in town at the time of the storm, you must contact your own yacht manager or other person to perform the hurricane checklist and secure your vessel to the standards of the Dockmaster.

If in the judgement of the Dockmaster, a vessel and surrounding area is not properly secured in accordance with this plan, once a Hurricane Watch has been declared for Marco Island, the owner of the vessel will be charged a \$500 service fee plus the cost of all lines and other materials deemed necessary for the vessel to be adequately secured.

If you would like to be added to the list of volunteers that we can call for assistance, please email the Dockmaster or General Manager. Let's hope for a storm-free season!

PART A: PRESEASON PREPARATION

I: INTRODUCTION

The Riverside Marina at MIYC has prepared this Hurricane Prep Plan as a comprehensive plan that will be initiated by the Dockmaster and the MIYC General Manager. The objective is to properly prepare and protect all marina facilities, assist boat owners and members, and protect all boats and equipment in the best way possible in the event of a storm, as defined by this policy. If you have a boat in the Riverside Marina, you will be required to sign the Hurricane Policy and agree to all the terms.

The Plan is designed to be initiated 96 hours prior to the storm making landfall, and to be completed within the next 48 hours prior to severe weather in the area according to the National Weather Service. The Plan leaves 48 hours prior to landfall to allow for possible evacuations from the area and for unexpected circumstances. This requires full cooperation of members for the prescribed evacuation of the Marina.

At 48 hours prior to the landfall of the storm, staff will no longer be available to assist members in securing their personal property. Once the marina facilities are secure, staff will not be on site. After this time, no vessels are permitted to enter the marina unless approved by the Dockmaster.

II: HURRICANE TERMINOLOGY

Hurricane season in the Atlantic begins on June 1st and ends November 30th.

- A Hurricane Watch** is issued for a specific area by the National Weather Service when the onset of hurricane conditions is *possible* within 48 hours.
- A Hurricane Warning** is issued for a specific area by the National Weather Service when the onset of hurricane conditions is *expected* within 36 hours or less.
- A Major Hurricane** is classified as a Category 3 or higher.

Saffir-Simpson Hurricane Wind Scale (scale updated in 2012 by NHC):

Category	Winds	Summary
1	74-95 mph 64-82 knots	Very dangerous winds will produce some damage
2	96-110 mph 83-95 knots	Extremely dangerous winds will cause extensive damage
3	111-129 mph 96-112 knots	Devastating damage will occur
4	130-156 mph 113-136 knots	Catastrophic damage will occur
5	157 mph or higher 137 knots or higher	Catastrophic damage will occur

A Hurricane is not only a wind event; **it is also a flood/surge event.** In addition to wind damage, there is significant risk of damage and loss of assets from flooding, water pressure, surging.

III. ACTIVATION & CHAIN OF COMMAND

The General Manager and Dockmaster of Marco Island Yacht Club will make the formal decisions to activate The Hurricane Plan approximately 96 hours prior to the onset of a severe storm or hurricane in the geographic vicinity of the Club as specified below.

*Prior to the start of the Hurricane Season (by June 1st) the Club will name a Hurricane Response Team (HRT). It may be appropriate for the same person to assume more than one role on the team. The team should always have a minimum of 3 people on it. The Plan may be modified at any time depending on unexpected circumstances.

CHAIN OF COMMAND

Consistent with Club policy, the waterfront employees will report to and take direction from the Dockmaster, who in turn is responsible to the General Manager. During storm preparations individual club members are not to direct the employees. The Dockmaster and GM will set priorities and make employee work assignments. Employees will be released from service in accordance with State Law on evacuations and the commonsense discretion of the General Manager.

IV. ALERT CRITERIA

The Dockmaster or General Manager will activate the Hurricane Action Plan approximately 96 hours prior to the predicted landfall according to the **National Weather Service** based on the following criteria:

1. Marco Island remains ANYWHERE in the “Cone of Uncertainty” according to the NWS 96 hours prior to predicted landfall
2. Predicted landfall within 75-100 miles to the south of Marco Island or within 100-125 miles north of Naples.
3. Predicted probability of landfall in this area of 19% at 96 hours prior to landfall

Insurance Company Information: Updated 5/27/22

Agent: [Terri Sommer, 239-280-3206, terri_sommer@aig.com](mailto:terri_sommer@aig.com)

Risk Control Consultant: [Scott Bills scott_bills@aig.com](mailto:scott_bills@aig.com)

Insurance Carrier: **Galleger Insurance**

V. COMMUNICATION

Boat owners will be notified that The Hurricane Plan is being “activated” by email and/or text message from the Dockmaster. It is critical that all slip holders have a current email address(s), cell phone number, and home phone number on record with the Club. The marina will set up a Communications Center in the Dockmaster’s office. After discussion with the MIYC General Manager, an outgoing message will be recorded on the answering machine in the Dockmaster’s office with further information regarding the storm. In the case of fast moving or Gulf of Mexico formed hurricanes, time and weather conditions may prevent notification prior to mandatory property evacuation.

After a hurricane, it is possible that cell, email, and/or landline phone communications might not be possible. The Club will have access to VHF Radio, HAM Radio, and Satellite Phone.

Hurricane Team Leader: [Missy Duffy, Dockmaster 239-378-8835, dockmaster@marcoislandyachtclub.net](mailto:dockmaster@marcoislandyachtclub.net)

Club's main phone line: 239-394-0199

Club's website URL: marcoislandyachtclub.net

VI. PRE-SEASON PREPAREDNESS

Before the Hurricane Season (prior to June 1st) the flag officers and club staff should review The Plan and update/revise the plan as necessary. General storm readiness factors should be addressed prior to the start of Hurricane Season.

Early Season Storm Readiness Steps (to be completed prior to June 1st each year):

1. Know where all documentation and registration papers are located.
2. Know where all warranty papers are located.
3. Know where all insurance papers are located.
 - A. Make sure policy is updated.
 - B. Know what policy covers.
 - C. Know your responsibility.
 - D. Know your agent's responsibility.
4. Know the MIYC rules and regulations.
5. Know your responsibilities and liabilities for your boat and Yacht Club.
6. Obtain your hurricane equipment and supplies in advance of the season and store them.
 - A. **Nylon** lines, 3 strand (3/4" minimum) or double braided.
 - B. Chafing gear
 - a. Prepared hose
 - b. Old rags, canvas or towels.
 - c. Duct tape and electrical tape.
 - C. Multiple Fenders, largest possible
 - D. Small line for lashing down and cable ties.

PART B: STORM PERIOD

Part B of this document details the steps to be taken when The Hurricane Plan has been activated. In most cases actions will begin 96 hours prior to the predicted storm landfall and be completed 24 hours prior to storm landfall. **Boat owners will be notified that the Plan has been activated by email and/or text message from the Dockmaster.**

VII. STORM PERIOD – SAFETY RULES

The primary objective during preparation and decision-making when The Plan is activated is the safety of lives. Preventing damage to club and member property is secondary to human safety.

Once the plan has been activated or any time after dark, no one will be allowed on the docks, piers, or floats without wearing a PFD.

When wind speeds are over 35 mph, no one will be allowed on the docks, piers, or floats without wearing a life jacket.

When wind speeds are over 45 mph, all on-water boat handling activity must cease.

When wind speeds are over 55 mph no one will be allowed on the docks, piers, or floats.

UNDER NO CIRCUMSTANCES MAY BOAT OWNERS OR CREW MEMBERS RIDE OUT THE STORM ON BOARD ANY VESSEL IN RIVERSIDE MARINA.

VIII. STORM PERIOD – BOAT OWNER ACTIONS AND EVACUTATION PLAN

All vessels docked in Riverside Marina will be required to follow the Evacuation Plan as described below. In the event of a named storm, boaters must follow certain precautions to protect both the vessels in the marina and the marina itself. Please see the “Hurricane Checklist” to best prepare your vessel.

- **TROPICAL STORM:** it is mandatory that you reduce windage to the best extent possible, including removing excess canvas and covers, isin glass, etc. Stow cushions inside vessel and remove loose objects from your deck. In the event of a strong tropical storm, hurricane policy may go into effect.
- **CATEGORY 1 HURRICANE:** When the storm is 72-96 hours away and Marco Island remains in the “Cone of Uncertainty” vessels **MUST** be hurricane proofed. This includes extra dock lines, extra fenders, checking bilge pumps, etc. If your boat is on a lift, the lift must be raised up as high as possible and secured to the pilings to prevent swinging. The Dockmaster will assist.
- **CATEGORY 2 OR HIGHER:** When the storm is 72-96 hours away, if your vessel is docked on “A” dock it is **MANDATORY** that you evacuate the marina. Riverside Marina’s docks are not rated to hold large vessels in major hurricanes and leaving your vessel on

the dock can result in catastrophic damage for your boat and the marina. Vessels docked on "B" dock (including those in lifts) may remain on the dock, although it is HIGHLY RECOMMENDED that you evacuate at this time. If you choose to stay, you will be doing so at your own risk.

Instructions for lift owners: The lift must be raised to its highest position and secured to the pilings in all four corners to prevent swinging, which will be complete by Riverside Marina staff. Excess weight should be removed from the vessel prior to securing it. Make sure batteries are charged so bilge pumps can continue working to remove excessive rainwater. Lift covers will be removed and stored onsite by marina staff and volunteers. Keep plugs in.

IX. STORM PERIOD – SECURING THE MARINA AND HURRICANE ACTION PLAN FOR STAFF

When the Hurricane Plan is activated the following list of tasks and activities will need to be completed by the HRT, staff, and volunteers. A list of volunteers will be kept on hand and contact by the General Manager and the Dockmaster and specific tasks will be given to everyone. Consider extreme winds, flying objects, flooding, water pressure, and water surging when formulating the plan for safely removing and relocating assets from your vessels.

The final tasks before the last staff member vacates the property will be to shut off gas/electric/water, lock the buildings, and lock the entrance gate. All vessels should be disconnected from shorepower and water by this time.

HURRICANE ACTION PLAN

The Hurricane Action Plan is a 2-phase step-by-step sequence of events to prepare the marina for a hurricane.

Phase 1: ALERT

1. Notify MIYC Hurricane Committee, MIYC General Manager and boat owners that plan is activated via phone, email, and texting.
2. Contact list of volunteers willing to assist the marina/boat owners with prep
3. Review plan with employees/volunteers
4. Set up communications center/set up voicemail on Dockmaster's phone (we will have satellite phone communications and VHF and HAM radio available.
5. Check hurricane supplies (see list)

Phase 2: ACTION

1. Secure vessels (this will require the buddy system!)
 - Double dock lines, add spring lines and large fenders and use chafe protectors where possible.
 - Reduce windage as much as possible
 - Lower or remove antennae when possible
 - Secure vessel as tightly as possible to floating dock or slip (*no vessel may raft in middle of marina under any circumstances!!!*)
 - Make sure bilge pumps are working/batteries are sufficient
 - No one is permitted to ride out the storm on their boat!
 - If boat is on a lift, secure boat to lift.
2. Marina preparations for Riverside Marina staff to complete:
 - Secure lifts to pilings with ratchet straps and spare lines
 - Life rings stored

- Hoses removed
- Shed emptied, move pump out system
- Fenders on docks secured
- Saran wrap dock boxes and trash cans
- Dock office computer/video monitor and AC
- Remove OnSpot Wifi poles store in downstairs restroom
- Take photos of all vessels secured
- Provide police with list of vessels remaining and authorized re-entry personnel
AND NOTIFY POLICE THAT MARINA IS CLOSED
- Post warning signs at marina entry, including details about communications
- **SHUT OFF WATER AND ELECTRICITY TO MARINA**

X. STORM RECOVERY

Safety is of the utmost importance during and after a storm. The marina will remain closed until a safety evaluation can be made and the insurance company can be contacted. A visual inspection of the Club's grounds, buildings, docks, and property should be made as soon as practicable to determine conditions, damages and security of the Club.

Initial Inspection Safety Guidelines:

- Conduct a preliminary inspection to verify stability before entering a flooded, formerly flooded or wind-damaged building. If there is extensive damage, have a professional engineer or architect certify that the structures are safe to enter.
- Be aware of possible downed electrical wires, which should be considered "hot" and avoided until the power company services the wires.
- Do not attempt to drive across flowing water.
- Stay away from standing water. It may be electrically charged from underground or downed power lines.
- Have professionals check gas, water and electrical lines and appliances for damage before restarting.
- Check all Club locations that use electricity (buildings, kitchen/galley, office, launch shed, docks, etc.) prior to turning on the main power switch.

Detailed Assessments:

As soon as the Club has been deemed safe, a complete inspection of the buildings, docks, property, and boats should be conducted. **Documentation of damage should be detailed and include photographs and/or video. Any identified losses or damages should be reported immediately to the HRT and the Club's insurance agent.**

If there has been any **theft or vandalism loss** or damage to the marina, other than storm related, a report needs to be made to the harbormaster and/or police. The incident report number and, if possible, a copy of the incident report, should be obtained from the harbormaster to substantiate any insurance claims or loss reporting.

Repair Planning:

After making damage assessments, a repair plan should be developed as soon as possible. It is understood that even though immediate repairs may need to be done, all actions taken during the course of repairs prior to any insurance adjustment **need to be coordinated with the claims adjustor**, properly documented, and appropriately filed.

APPENDIX

Appendix: Checklist for Securing Boats

The following check-list includes some recommended actions for securing your boat(s). Every boat and situation is unique; it is up to the boat owner to determine the best and safest solution for their own boat(s).

Alternatives for Vacations: Have a boat buddy or paid captain/mate to implement your hurricane plan if you are unavailable. This cannot include MIYC staff! COPY THE DOCKMASTER AND RETAIN A COPY FOR YOUR RECORDS.

- Double or triple ALL dock lines, use min. ¾' nylon line (it needs to stretch!)
- Use chafe protectors at abrasion points such as deck edges, cleats, chocks, etc. (boats don't break free because knots come untied- lines chafe and snap under load!)
- Ensure cleats and fair leads are secured with substantial backing plates, and if cleats have rough edges, use electrical tape to prevent lines from chaffing.
- Install extra-large fenders/bumpers.
- Inspect bilge pump(s), float switches, batteries, cockpit drains.
- If boat is on a lift, remove drain plugs and position bow 1 incher higher than stern to allow rain water to freely drain and not overload lift
- Assure bilges have a battery back-up.
- Inspect and secure hatches, portholes, antennas, and doors to prevent rain water from overloading bilge.
- Close fuel lines and all thru-hull fittings (except drains).
- Remove all legal documentation from the boat.
- Take home all removable electronic equipment and valuables from the boat.
- Remove all sails including self-furling jibs.
- Remove all loose items from decks
- Tie boat tight to floating dock to prevent chafing and snapping of lines
- Reduce windage: remove canvas and isin glass, fold Bimini top (these act as sails in high winds and will prevent them from being shredded!)
- Remove or secure dinghies and all other non-permanent objects
- If your boat is in the water: fill water tanks to keep boat stable and heavy
- If your boat is on a lift: do not fill water tanks and remove extra weight
- Make sure batteries are fully charged
- Make sure lines are tied to CLEATS not pilings in case of surge
- Make sure vessel is min. 2 feet from main dock
- Unplug shorepower cord as marina power will be shut down
- Check in with Dockmaster for policy updates and plan