

Coral Reef Yacht Club

Hurricane Preparedness Plan

SECTION 1

INTRODUCTION AND SUMMARY OF PLAN

Coral Reef Yacht Club (CRYC) Hurricane Preparedness Plan is a comprehensive action plan initiated by the Commodore according to pre-set storm criteria. The purpose of this plan is to prepare the club facilities for a pending storm or hurricane, and to assist club members to protect boats and equipment. This manual provides the methodology, organization and procedures to facilitate the action plan. As with any plan, flexibility is required to meet the demands of a particular situation and therefore, this plan may be modified by the Commodore and the General Manager to respond to unexpected conditions. Under this plan, the first priority is to protect the club's property and take any action deemed appropriate to meet this goal.

The plan is premised on the full cooperation of the membership for voluntary evacuation of the dock and dry storage areas and securing the club facilities and grounds. **"CRYC will not be responsible for taking care of your boat for you"**. Each member is expected to read and study this plan, pre-determine your own individual action plan for securing your boat and equipment at the beginning of the hurricane season. You should then notify the club of your intended evacuation plan, and support your club in an emergency. It is important that every member have a fellow club member who will assume responsibility for your boat if you are unable to do so.

Alert Criteria

CRYC's Commodore will activate the emergency action plan declaring ALERT STATUS at approximately 72 hours prior or within a radius of 500 miles to the predicted landfall based on the criteria outlined in this plan. The Officers and the General Manager may activate ALERT STATUS at any time in the interest of the protection of the club and its members. Alert status shall remain on such status until the threat of the storm is extinguished. The purpose of the ALERT STATUS is to provide an early warning system whereby the storm preparation undertaken by the Club's personnel and members can be accomplished prior to the issuance of a Storm or Hurricane by the National Hurricane Center to protect the lives and safety of members, employees and their families. Weather information sources used to arrive at decisions will include the National Weather Service/NOAA and private official sources.

Communications

A communication center will be established at the 72 hour alert or within 500 mile radius of CRYC to serve as a message center during the storm period. CRYC communication center may be activated earlier based on perceived needs. Communication with the club in the event regular landlines contact is lost can be established by use of the published cellular phone numbers.

Individual Plans

This plan provides detailed action steps for four groups of boats located on club property. Currently the four groups included are:

<u>Group</u>	<u>Description</u>
A	Dinghies on Trailers
B	Boats on Trailers in Dry Storage
C	Boats in Wet Slips
D	Youth Sailing and Race Comm. Boats

Detail plans for each group of boats are included are included in Section II.

Volunteers

Those members volunteering for work crews should proceed to the club and contact the General Manager/Dock Master. Volunteers are the keystone of this plan and although many of us have primary responsibilities to secure our homes and boats, extra effort to assist the club will be critical to successfully complete this plan.

Action Plan Sequence

<u>Phase One</u> (72-48 hours before landfall)	* Alert * Mobilize communications * Evacuate Group A, B and C boats
<u>Phase Two</u> (48-24 hours before landfall)	* Evacuate Group D, Preparing Docks * Club Operations Shall Cease * Preparing Clubhouse for Closure
<u>Phase Three</u> (24-0 hours before landfall)	* Club House Closed and Secured * Dry Storage and Dock Secured * Storm Watch

Post Storm Period

Strict control of security will be exercised by the club. Access to the club grounds may be limited; Members wishing to enter the Club may be required to provide documents proving club membership (membership card, boat registration, etc.)

SECTION 2

BOAT OWNERS ACTION PLAN

Action Plan - Group A and Group B

Group A and Group B boat removal should be initiated during Phase 1 which is 72 hours to 48 hours prior to the storm's landfall. Boat owners should begin to evaluate their individual situation and remove or move their boat to a safe location. Owners need to provide their own labor/equipment for removing/moving since the club may not be able to provide assistance or equipment.

As stated in CRYC by-laws, "all trailers are to be maintained in a condition that is consistent with safe operation on roadways". All members must insure that their trailers meet this standard.

The dock master will survey all trailers stored at the club each month. The owners of defective trailers will be notified and required to repair or remove the trailer from the club grounds within 30 days.

Action Plan - Group C

All wet slips and the dock should be evacuated in the event of a Category 1 storm or worse. Owners are required to move their boat in Phase 1 which is 72 hours to 48 hours prior to the storm's landfall. Under no circumstances are owners allowed to leave their boat secured to the dock in the event of a storm or hurricane.

Dock boxes are required to be removed by the owner from the dock while the club is on Alert Status. It is the Member responsibility to remove their dock boxes and take it off property.

Action Plan - Group D

All Youth Sailing boats, equipments and all related material will be managed by the Youth Sailing Committee in Phase 2 which is 48-24 hours prior to the storms landfall.

All Race Committee boats, equipment and all related material will be managed by the Race Committee in phase 2 which is 48-24 hours prior to the storms landfall.

SECTION 3

OPERATIONAL PLAN

Objective

To provide clear and concise procedures for Coral Reef Yacht Club's staff and vessel owners to follow in the event of a Hurricane or severe storm to manage, maintain security, and control the operation of CRYC facilities during an announced emergency situation.

Background

Marinas are not safe locations for vessels during a Hurricane or Tropical Storm-their proximity to coastal regions generally place these facilities either close to or in direct path of storms. It is highly recommended that vessels be relocated well in advance to safer location to protect both the vessel and marina. The following procedures will enhance CRYC's ability to protect our member's property and safeguard our facility.

Preparation

Every vessel owners should have an individual Hurricane Plan, designed specially for their vessel. This plan should include the location of alternate berthing / storage for their vessel(s); a checklist of key procedures to be followed to ready the vessel for a storm; necessary gear and supplies on board to secure the vessel on short notice; and the name and phone number of a club member who will act on behalf of the vessel owner should they be out of town or unable to reach the vessel. All club members are responsible for providing the club with current contact numbers.

Responsibilities and Duties-Officers and Directors

All Officers and Directors will maintain their normal responsibilities and duties as stated in the Coral Reef Yacht Club By-Laws. The Commodore will be responsible for the initiation of the hurricane plan and the General Manager will oversee its operation.

The Dock Master will be in contact with the General Manager to receive directions pertaining to the operation of the hurricane plan. Upon initiation of the hurricane plan the Commodore will coordinate and delegate responsibilities to other board members, the General Manager will coordinate responsibilities and tasks with the staff and club members for the efficient operation of the hurricane plan. The General Manager is authorized to provide overtime for CRYC employees during Phase 1 and 2 and for several days after the storm has passed.

The Club House will serve as the Operating Post which will be the center of operations and communications.

Responsibilities - Dock Master and Maintenance Manager prior to hurricane season

The Dock Master and Maintenance Manager responsibilities as it pertains to the Hurricane Preparedness Plan involve pre-planning prior to the start of the hurricane season.

Preparation for the Hurricane Season (Prior to June 1st)

- 1.1 Inventory and check all emergency equipment stored on club property (flashlights, generators, portable gas tanks, plastic bags, boat pumps, etc.).
- 1.2 Provide the General Manager with a list of necessary emergency equipment for the club.
- 1.3 Survey the club's property and provide the General Manager with a list of concerns as it relates to minimizing wind related damage, (tree trimming, relocating stored materials, etc.)
- 1.4 Maintain a current list of phone numbers for vendors that provide crucial and emergency services to the club. (Sea-Tow, fuel containment services, etc.)
- 1.5 Provide the General Manager with a list of vessels that have dock lines in poor condition and or improperly secured to pilings.

Responsibilities and Duties - Managers of Coral Reef Yacht Club

Phase 2 (48-24 hours prior to landfall)

- 2.1 In consultation with the General Manager contact CRYC employees to report to work in order to assist with communications and securing club property (equipment, records, etc.).
- 2.2 Organize the process of storing all club property, equipment, and records delegating responsibilities to employees as well as volunteers. Officers and Directors available to assist will coordinate efforts with the dock master within their job description as stated in the CRYC By-Laws.
- 2.3 Store the necessary amount of emergency equipment inside the Club House and secure with hurricane shutters. All records/monies secured in the safe. Duplicate records secured with bookkeeper. Computers and electrical equipment wrapped in plastic garbage bags and placed on tables and shelves
- 2.4 Contact fuel suppliers for possible delivery and trash Management Company for pick-up service.
- 2.5 Report progress and concerns to the General Manager and other Directors/Officers. Document areas of concern as it relates to members personal property.

Phase 3 (24-0 hours prior to landfall)

- 3.1 Cut electrical power to dock and lock all buildings.
- 3.2 Inform all members still on club property that services are suspended until after the storm.