

HURRICANE ACTION PLAN FOR



INTRODUCTION AND SUMMARY OF PLAN

The Ocean Isle Marina and Yacht Club Hurricane Procedures Guide is a plan initiated by the Developers and Property Owner's Association of the Ocean Isle Marina and Yacht Club

The goal is to prepare our facility for incoming hurricanes and tropical storms and to protect people and property at our Marina. This guide will show the goal and manner of preparation including the order of tasks to ensure we reach the goal of protecting people and property. This guide is written in the spirit of cooperation with our members to ensure we protect their property, while realizing that the plan can and should be modified as conditions require to reach our goal in the light of incoming storms.

This plan includes the proper notification of our members so they may move their boats off premise if desired before storms hit.

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General Manager's Initial: PS

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Alert Criteria

The OIMYC General Manager will activate the Emergency Action Plan approximately 72 hours prior to predicted storm landfall based on predictions, including but not limited to the predictions of the National Weather Service.

IN the event there are conflicting predictions for landfall of a hurricane the prediction with the most dire results will be considered the one to take action on. In other words if one service says a hurricane will hit our marina on Tuesday and the second says it may not hit our marina at all, the prediction that says the hurricane that will hit our marina on Tuesday would be the one we make preparations for.

Out notification Plan is to notify our boat owners using both an Email Blast to all patrons as well as a Calling Post Message to all boat owners keeping their boats on premise. This will be sent out approximately 72 hours prior to landfall.

Communications

After it is established that a hurricane will hit our marina, and all preparations have been completed the telephones will be forwarded to our office in Atlanta, and all calls to the marina will begin to be handled through the Atlanta office to free up our worker's time during hurricane preparation. The Atlanta office will be the emergency contact and communications center when the hurricane hits to keep the number of workers at the marina to a minimum, and to keep them focused on the task at hand: Protecting People and Property.

There will be secondary Cellular Telephone Numbers to call when this plan is enacted. The Secondary number will be John Wood's Telephone: (404) 518-0450

Web Cam and other Hurricane Preparation information, including this plan will be available on our Website: <http://www.oceanislemarina.com>. Calls to the marina will be routed to the either the Business Manager's cell phone or the Atlanta office will only be forwarded to marina staff if it is deemed an urgent issue. The staff will maintain separation during the final hurricane preparations.

Phase One	Phase Two	Phase Three
72 Hours before landfall	48 hours before landfall Lock Down Marina Email Blast / Calling Post Message	(24-0 hours before landfall)
Determine Hurricane is imminent notify owners that Phase 1 has started	Determine Forecast has not changed	Determine Forecast has not changed
Email / Calling Post to Owners	Window Covers on Ship's Store	G.M Walk Grounds, make sure all is secure
Removal of Bilge Plugs O/S Racks	Notify wet slip occupants that their boats have to be moved off premise	G.M Walk Harbor to make sure all is secured
Mark Boat Engines when plugs are pulled	Remove Bilge Plugs in S.F	
G.M inspect boats for plug removal	Mark Boats with Plugs Removed and GM to confirm all plugs are removed	Shut down computers, turn off power
Moving of boats from Top Racks to Ground Stands in SF	Check Marina for material that could 'fly'	Take Down Flags
Anchor Boats on Ground to Helical Anchors	Remove all dangerous material to S.F	Execute Sailfish Door Securing procedure
Strap Boats on Ground to Each Other	Secure within S.F building with Straps	Post Emergency Phone Contact Numbers on Doors
Strap boats to Outside Racks	Store picnic tables, chairs other yard furniture in Sailfish	Remove all Cash
Clean out all storm drains	Put Files and Computers in Purple plastic boxes Stored in the E.R area of Sailfish and remove from premise	Notify staff not to return to marina until directed
	Fuel all marina vehicles	Have Telephone re-routed To Business Manager's Telephone, or to Atlanta office

During the Storm

In a category 1-2 Hurricane the plan is to have someone on premise to help keep the area secure and to communicate with the owners and the communication center in Atlanta.

In the event of a category 3 or higher hurricane the plan is to monitor the marina remotely through the 10 cameras we have situated around the marina.

The marina will be closed, locked and secured during this time.

Post Storm Access

In the event the marina suffers considerable damage due to storm the membership will be notified via Email Blast and Calling Post telephone messaging system as to the extent of the damage and when the marina will be safe for our members to visit.

Boat owners will not be permitted on premise until it is deemed safe to do so. The gates will remain locked and owners will be directed to return to their cars if they enter the premises on foot. Strict adherence to this policy must be maintained to ensure the safety of people and property through out.

What Boat Owners Can Do

The Individual Boat owner should consider the following principles for hurricane preparation.

- Fill Out the Ocean Isle Marina Hurricane Preparation Form(on the next page) provided at the rental, or closing of your space and make sure the Dock Master has your information on file.
- Have a Boat Buddy who is familiar with your plan, your equipment, and the operation of the boat, alternate dockage or hurricane anchorage.
- Rehearse the plan with your family and Boat Buddy in the spring, including a visit to alternate dockage or hurricane anchorage.
- Do not rely on marina staff, volunteer work crews, or your boats neighbor to look after your boat for you.
- Prior to the critical months of June through September, service your boat, i.e. clean fuel filters, tip off fuel tanks, change batteries, inspect ground tackle and docking and make an inventory list on the boat.
- Key your plan on early evacuation. Moving the boat, stripping sails, de-rigging and mooring boat in 35 mph+ winds is extremely difficult and impossible in 45 mph wind and sea conditions.

Boat owners are responsible for necessary labor, line, tools, and tackle to evacuate or secure their boats.

Boat Owner



Hurricane

Action Plan

Date:

Boat Owner Name:

Boat Name

Boat Location:

Boat Make

Boat Model

In the event of a hurricane my plan is to remove my boat from the premise as soon as notified

In the event of a hurricane my plan is to leave my boat at the marina

Yes I do have an alternate dockage plan and location

Alternate Dock Location Name

Address

Telephone number at Alternate Dock Location:

I understand that there may be charges associated with securing my boat for hurricane preparation.

- OIMYC Policy is to notify boat owners 72 hours before a hurricane is due to arrive at our marina that the marina is shutting down for normal operations.
- Our staff will be available until 24 hours pre-landfall to put boats in the water for owners who wish to remove their boats from the area.
- No boats will be put in the water 24 hours prior to predicted landfall.

Signed

Print Name

Boat Owner

Alternate Dockage Site

At OIMYC our policy is not to take boats out of the water and put them on trailers with our lift. This procedure is dangerous and can cause damage to people or property. The nearest public boat ramp is at the Ocean Isle Fishing Center Located at 57 Causway Drive Ocean Isle Beach, NC 28469. Though the ramp is owned by the State of North Carolina the Fishing Center may be able to supply you with information about the ramp: Their telephone number is (910) 579-FISH.

The safest place for a boat during a storm is out of the water. It is recommended that each boat owner make their boat's evacuation plan early in the spring of each year.

Owners moving their boats to alternate dockage facilities must provide their own dock lines, chafing gear, and fenders. Also consider that other harbors may barricade their entrances to prevent intruders late in the storm approach or in the immediate post storm period. If you need any of these items they are available on a limited basis at the Ship's Store. Call (910) 579-6440.

Doubling the Lines

The owner should double the dock lines going one size larger for the second set of lines, and double fore and aft spring lines. At least three-strand ¾ nylon line should be used but braided is better.

Stripping the Boat : To reduce the chance that any damage is done to your property for boats stored inside and outside we suggest you take the following precautions to secure your boat for a hurricane by 'Stripping' Your boat:

1. All necessary steps should be taken to reduce damage caused by wind.
2. strip all canvas including enclosures, bimini's, isinglass
3. Secure ventilators, anchors, life rings, and other loose gear
4. Remove or shorten radio antennas
5. Tape hatches shut
6. Remove all loose gear from cabinets bins, e.g.

HURRICANE HANNA 9/2008 NOTE: THE IS GOING ON ALL THE BOATS AND SECURE ITEMS.

BOAT OWNERS ARE NOT PERMITTED TO RIDE OUT THE STORM AT OUR MARINA.

INSURANCE GUIDELINES

OIMYC requires personal property insurance on boats. Check with your insurance carrier regarding the coverage of contents of your boat. IN case of catastrophic hurricane damage the boat owner is responsible for the removal of his boat from a damaged area, and the damage caused by the boat. Make sure you are covered.

Storm Plan

SECTION I THE STORM COMMAND TEAM

The Emergency Action Plan is based on the assumption that our boat owners have the same commitment to the preservation and wellbeing of people and property held by the marina owners and the property Owner's association.

Emergency Plans will be executed by the Ocean Isle Marina General Manager and he is responsible for staffing accordingly and making arrangements to have all preparations in the time allotted in this guideline.

General Manager

The GM has the responsibility to initiate a storm alert procedure and he is responsible for the 'stand down' order to rescind the alert.

The marina owners and boat owners serve to assist the GM in this decision. In the event that the General Manager is not available, the next senior OIMYC staff member must assume the authority and check with the marina owners before initiating the notification and hurricane preparation plan.

The General Manager will put the Emergency Action Plan into effect. At anytime in the sequence of implementing the plan, the General manager may rescind or accelerate the orders for hurricane preparation based on the information about the impending hurricane and what is best for the protection of people and property.

The General Manager will oversee the securing of boats remaining on premise directing the staff to strap down, move, anchor and the removal of dangerous objects from boats in the marina as needed in the absence of an owner.

Following a storm, radio television and press representative will not be permitted access without authorization without owner approval.

When possible the owners will come

Office Manager

The the office manager will conduct all communication via email and calling post recorded voice memos going to all members.

The office manager will maintain a list of workers, volunteers, day labor companies such as Able Body or Staff Zone to assist in the hurricane preparations.

Fork Lift Drivers

Will be responsible for moving boats as directed, initiating the movement of the boards to cover all windows at the ship's store and put all the window covers on the windows at the ship's store.

HEAD OF SECURITY

A willing staff member will (usually the lead forklift driver) will e assigned to maintain security during the preparations, including directing people wanting to access their boats within the last 24 hours of preparations and in post hurricane direction of people away from the site until it has been determined that there is no danger.

HEAD OF COMMUNICATIONS

After the phones are forwarded to the Atlanta office communications will be the responsibility of the partners in

Atlanta. The marina staff will not have to field communications during the last 48 hours of hurricane preparation.

Plan Execution Guidelines

The Hurricane Action Plan is a step-by-step sequence of activities to prepare the marina facilities and harbor for a hurricane and to assist boat owners to protect their vessels and equipment from storm damage.

The action plan is keyed off a 72-hour alert with three critical decision points.

- Decision One – Alert (72 hour)
- Decision Two – Marina Shut Down and Securing Facility
- Decision Three – Marina Evacuation

DECISION POINT 0:

The GM may activate the communication center at any time judicious preparations indicate usefulness to the Owners without implying any further progression of the alert.

Step 1: Staff Communication

Task 1 GM initiates the Hurricane Alert and notifies the team of workers at the marina. This is initiation of the communication plan. Other than in house staff and marina partners, no other communication with boat owners etc. is necessary at Decision Point 1.

Task 2. Office Manager to pull out file with all Boat Owner Hurricane Preparation Information. Remove the sub file marked "Alternate Dockage" with the boaters who have made preparations to take their boats elsewhere during a hurricane.

Task 3. Office manager will pull out the Boat Owner Hurricane File and notify the General Manager of the number of boat owners who plan to take their boats off premise.

Step 2: HURRICANE ALERT

Office Manager: At the direction of the General Manager: Alert boat owners via email and Calling Post : Office Manager Responsibility. This message will include day and date of the hurricane, and the time the boat owners can come and get their boats off premise if they wish to do so.

General Manager: Confirm with all staff that the number one priority is the protection of people and property.

General Manager: Give tasks to managers and staff

Begin preparations of House and Grounds.

1. Check on fuel dock and top off fuel supply – arrange for extra fuel to be easily available.
2. Stock emergency food and water supply.
3. Check emergency list and medical supplies.
4. Arrange staff schedules.
5. Secure outdoor furniture.

Begin preparations to secure Harbor areas.

1. Remove all loose personal gear on finger piers.
2. Haul TJM boats and secure to the ground with anchors in maintenance yard.
3. Remove all trash cans including those on docks.
4. Make sure all dock boxes are screwed down properly and lids zip tied close.
5. Remove all dock carts. Take all but one across to maintenance yard and lock down. Leave one in Marina storeroom.
6. Plywood should be attached to marina office windows.
7. Charge all batteries, including all VHF radios, cell phones, and rechargeable flashlights.

Owners and employees begin stripping boats.

1. Begin removing all items on boats to reduce possibility of damage caused by objects being carried away by wind.
2. Begin applying storm lines and secondary fenders.

PHASE THREE – (24-0 HOURS BEFORE STORM ETA)

Security of harbor begins. No unauthorized persons should be allowed on docks.

Final securing of Harbor.

1. Fuel pump secured by boat drop and Sail Fish Building. Fuel storage tanks sealed. Fuel valves at all locations are shut off. Power to fuel dock is shut down.
2. Water lines are shut off at all locations.
3. Marina office will be closed 12 hours prior to ETA and all communication, harbor records, computers, tools and equipment moved to motel office and/or communications center at secured motel room.
4. Electrical service to docks is shut off. All main breakers shut down in Sailfish Building, Blowfish Building are shut of.
5. An inventory of all boats on premise (like the end of month inventory) is taken and sent electronically to partners in Atlanta. This will include all boats at the docks.
6. Photograph all docks, storage room, interior of marina office, bait freezer, and marina equipment, including forklifts will be taken and sent to Atlanta via email.

STORM PERIOD 12 HOURS ETA TO 12 HOURS AFTER

Organization of Staff and Owners remaining at the Marina

1. The Marina assumes no liability or responsibility for the safety of Owners remaining at the Marina during the storm period.
2. No one is to be on site during the storm.

Emergency communication

Emergency communications will be maintained through the storm period via the cellular telephone line designated at the beginning of this manual. All telephone service will be forwarded to the Atlanta office 24 hours before the storm and remain so until deemed appropriate to reconnect the phones. Usually within 12 hours.

Line Safety Recommendations

1. No one shall be permitted to remain on a boat at their dock during a storm.
2. Life jackets shall be worn when walking the docks at night or when wind velocities are in excess of 35 mph.
3. NO one will be permitted access to their boat during the past 24 hours unless specifically permitted by the General Manager. No one should attempt to move or re-secure loose boats during the storm period. The storm period is over when the General Manager determines it is over.
4. Extreme caution should be exercised in all outdoor activities. In the event of injury, assume outside medical aid will probably not be available.

If any decisions are to be made on site the rule is for our staff to (as much as possible) protect people and property. During hurricane preparations all other marina issues are secondary.

THE DAY AFTER OPERATIONS

Damage assessment Team

Immediately following the storm all persons, including but not limited to staff, boat owners, insurance adjusters must sign in and be granted access to the Marina. This access may be strictly limited to Boat Owners only. Salvage contractors, and Insurance adjusters must register at the ship's store prior to any access to the marina.

A marina employee will be stationed at the front gate and grant access to boat owners when told to do so and direct any claims adjusters etc. to check in at the ship's store.

As soon as practical following the passage of the storm, begin conducting preliminary assessment of damage to the Marina office, grounds, and docks.

A written assessment will be prepared within 24 hours to include:

1. Damage to the Marina office buildings with recommendations for emergency repairs.
2. Damage to north and south parking lots with recommendations for cleaning debris.
3. Damage report for the harbor and boats to include:
 - a. Estimated damage to docks and piers.
 - b. Estimated damage to harbor facilities: Marina office, bathrooms, docks, electrical transformers, electrical service, telephones, etc.

c. Recommendations for emergency salvage operation.

Radio, television, and press representatives will not be permitted access without authorization by the Dockmaster or GM and they shall be escorted at all times.

OIMYC Emergency Officers Meeting

The marina owners, GM, and office manager will meet within 72 hours or as soon as practical after the storm to review the damage assessment report and to take necessary action to effect emergency repairs to the Marina and to restore normal operations as soon as possible.

The representatives of the OIMYC Property Owner's Association will publish a letter to the Slip Owners reporting the damage assessment and the action to be taken.

APPENDIX

ACTIONS TO SECURE AND PROTECT

Be familiar with and committed to the OIMYC Preparedness Plan. The boats designated for relocation should be moved as quickly as possible.

Be sure your family and key crew members know the plan.

Remove as much gear as possible from the boat. What is not ruined by the storm stands a good chance of being broken or pilfered by vandals or salvage crews.

Enhance the watertight integrity of your boat, both above and below the below the water line. Seal windows, doors and hatches with duct tape. Shut seacocks and cap off or plug unvalved fittings such as sink drains.

Remove important papers for safekeeping. They might be needed for an insurance claim.

Devote considerable time to the art of tying up or mooring your boat and attaching appropriate chafing gear. Secure roller-furling systems so they cannot be unfurled by force of winds.

Most importantly, go home!! Do not attempt to ride out a hurricane on your boat. Too many people lose their lives attempting to ride out catastrophic storms in crowded harbors and moorings. Do the best you can to prepare and secure, and depend on your insurance policy beyond that.

STEPS THE BOAT OWNER SHOULD TAKE IMMEDIATELY FOLLOWING THE LOSS

Get down to your boat as quickly as possible following the storm. Do the best you can to pick and clean up parts and equipment regardless of the condition they seem to be in.

Call your insurance company and give them details on the exact location and condition of the boat. Are there major structural damages such as holes, dislodged bulkheads or broken spars? Minor damage such as gouges, scratches, etc.? Was the interior wet? Machinery wet? Will the boat have to be moved immediately?

If salvage or removal is required your insurance company should direct this activity through local adjusters and catastrophic teams. If emergency removal or salvage is required, do the best you can to screen the contractors for competence and cost and attempt to talk to your insurance representative before contracting services. The Conch House Marina should be encouraged to take whatever emergency steps are necessary to protect life and property.

Make a list of repair facilities that you would/would not like to work with. If you are able to get these facilities to estimate repair costs quickly, you are likely to be repaired and back on the water before most boaters.

Begin clean up. Remove salt, mud, and sand from all parts of the boat. Remove wet carpets, drapes, etc. Check machinery. Flush and dry starters, pumps, and engines. Start and run engines if feasible. If the engines were wet and you act quickly, they can be saved. Call a mechanic for help if need – this “Sue and Labor” effect is covered by the BOAT/U.S. Yacht Policy.

GENERAL GUIDELINES FOR SECURING BOAT INSURANCE

1. The policy should be an “All Risk”, Agreed Hull Value Yacht Policy. With this policy form, causes of loss not covered must be specifically excluded in the policy provisions. In the event of a total or constructive total loss the amount of insurance stated on the declarations page is paid to the owner without deduction for depreciation.
2. This policy form typically covers boating equipment normally carried for safety or navigation both aboard and when separated from the boat and stored ashore. It should specifically extend coverage to a dinghy or tender to the boat. Boat owners should check the specific provisions in their policies as they vary from company to company.
3. Dock boxes owned by individuals would be considered personal effects in the BOAT/U.S. program and not automatically included in the Yacht Policy. Coverage is easily added to the BOAT/U.S. Policy with the personal effects rider. VHF radios and other navigational aids are considered boating equipment and automatically covered under the Yacht Policy’s “hull and machinery” coverage. The personal effects rider would cover sporting goods, personal gear, and the dock box. If Owners own their own dock box (special conditions at the CHM) they should check with their insurance agent to see if they are covered for loss of the box and/or its contents.
4. Boat owners should be required to purchase both Hull and P&I (Protection and Indemnity) coverage. P&I is marine liability coverage. BOAT/U.S. recommends \$300,000 liability limits but in no event less than \$100,000. The incremental premium for the higher coverage is insignificant relative to the increased protection and the need for the protection.
5. Coverage for the cost of removing wrecks is normally found in the policy’s liability section. Most good Yacht Insurance Companies will provide this protection and boat owners should check to see that it is there.

(Please print out a copy of the this page for your records)
