

## Hurricane Precautions 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. *Katrina, Rita, Charley, Ivan, Jeanne* and *Allison* have demonstrated how critical it is to prepare for the upcoming hurricane season.

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.

ACE is the oldest and one of the largest U.S. marine insurers. As an acknowledged leader in maritime safety, we are pleased to provide our Marina and Yacht Club owners and operators with this exclusive publication on Guidelines for Developing and Implementing a Hurricane Emergency Action Plan.

### ACE Delivers When A Storm Strikes

When a hurricane does strike, ACE Marine Facilities has the expertise, resources and capacity to provide response and service for our Marina and Yacht Club policyholders, including:

- ACE Marine Advisory Services (Loss Control) and ACE Marine Claims teams regularly monitor storm activity and actively track storm development
- For major storms, we identify marina and yacht club clients potentially impacted and organize experienced service teams to evaluate damage and provide guidance on loss mitigation
- ACE Marine specialists are available to provide technical guidance, to send independent surveyors to areas hit by major storms and to provide guidance as needed on recovery efforts

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## ACE USA Commercial Marine Services

Marine and  
Yacht Club Guidelines  
Disaster Planning for  
Hurricane Season

June 1 – November 30

## Prior to Hurricane Season

- ✓ **Develop formal plan;** 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.
- ✓ **Review plan** with co-tenants and subcontractors.
- ✓ **Size inventory and orders** during hurricane season to minimize 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 hard:** 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 or in mooring, listing or work order contract.
- ✓ **Request vessel owners file hurricane plans.**
- ✓ **Know all vessels,** owners or designated representatives, captains and caretakers: have contact information (home, work and cell #s and addresses during hurricane season).
- ✓ **Conduct complete facility housekeeping audit;** clean up open areas and structures: remove debris and trash, unneeded items; store or secure all materials and supplies; inspect and service building walls, roofs, windows, doors, docks, piers, wharfing 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.

## 72 to 48 Hours Prior to Hurricane Watch\*

- ✓ **Notify personnel** and start hurricane plan action
- ✓ **Place mobile or waterborne operations personnel on standby** to start securing operations.
- ✓ **Begin facility protection:** police yards, marina and dock areas; stow away or secure loose equipment.
- ✓ **Secure all flammable, explosive or other hazardous materials,** including compressed gas cylinders, in safe, protected secure area.
- ✓ **Dry storage or other facilities with outside “racks”** for small boat and trailer storage: remove vessels from racks and secure elsewhere.
- ✓ **Facilities with “rack” storage inside** building located in lowland: evaluate need to evacuate all vessels.
- ✓ **Take down large signs,** antennas or other removable items subject to wind damage.
- ✓ **Begin facility protection precautions:** storm shutters or other protective equipment should be ready/installed for use
- ✓ **Process and mail paperwork** on hand; secure other paperwork in safe place.
- ✓ **Store expensive equipment** and products in inland warehouses.
- ✓ **Reduce inventories** where feasible and delay orders for materials, stocks and supplies.
- ✓ **Contact vessel owners/representatives** to begin removing vessels from facility, if required.

## 48 to 36 Hours Prior to Hurricane (Hurricane Watch\*)

- ✓ **Complete vessel removal and fueling.**
- ✓ **Fuel and secure remaining vessels.**
- ✓ **Secure fueling operations and equipment.**
- ✓ **Secure in protected areas all equipment not needed** for storm preparation: forklifts, trucks, travel-lifts, mobile cranes, workboats.

## 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 trailers; turn off power, natural gas and city water lines at main switch/valve/meter; secure fuel supply tanks/lines at shoreside installation; disconnect and store electric motors, 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.**

## After Hurricane

- ✓ **Begin preliminary damage assessment:** wear boots and gloves.
- ✓ **Watch for snakes,** alligators or wild animals in grassy areas.
- ✓ **Watch for downed electrical wires;** generators may be operating and the lines may be “hot.”
- ✓ **Smell for leaking natural gas** (no matches or candles).
- ✓ **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, ship 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 repairs** made prior to insurance adjustment.
- ✓ **Prepare for 3rd-party vessel owner inquires;** notify of vessel damage as soon as possible; provide status on facility and berthing options.
- ✓ **Plan to handled controlled access to facility:** yacht club members/non-members; marina tenants/non-tenants; media representatives; outside salvage contractors, repairers, estimators, surveyors, adjusters and appraisers.