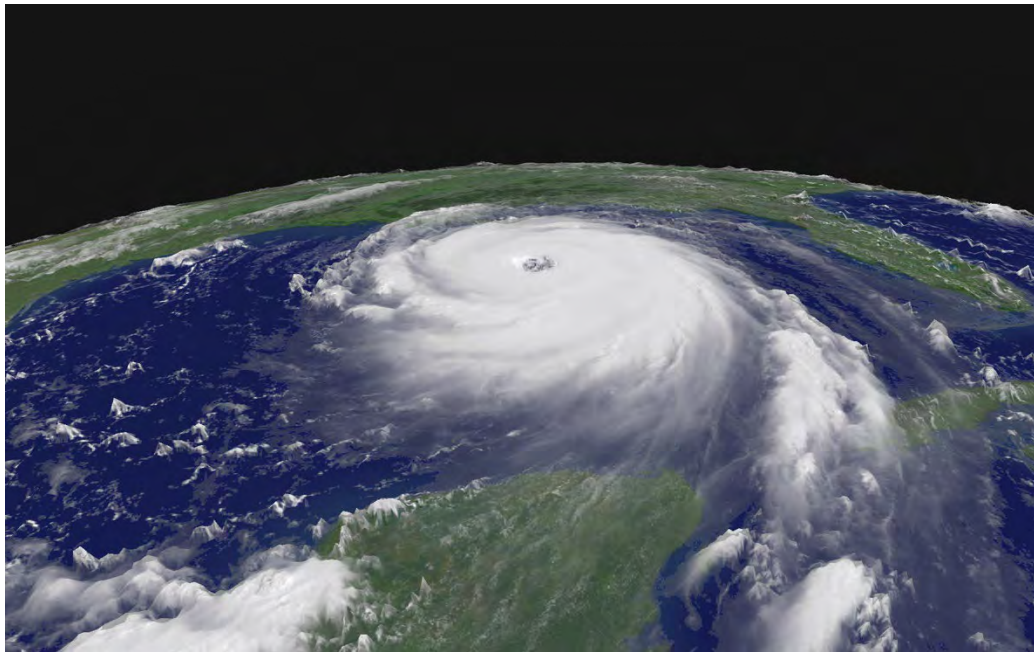


EASTPORT YACHT CLUB HURRICANE ACTIVATION PLAN



Club Main Phone: [410.267.9549](tel:410.267.9549)
Club Email Address: GM@eastportyc.org

Date of last update: [June 16, 2022](#)

Template Developed By:
The Burgee Program and Gowrie Group
www.burgeeprogram.com / www.gowrie.com



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DISCLAIMER: Although the information and recommendations contained in this document have been compiled from sources believed to be reliable, Gowrie Group and [EASTPORT YACHT CLUB](#) make no guarantee as to, and assume no responsibility for, the correctness, sufficiency or completeness of such information or recommendations. Each club using this Plan should customize the document to meet the unique needs of their own facility and property. Other or additional safety measures not included in this document may be required under particular circumstances. Any reference to actual companies is unintentional and should be construed as fictional.

PART A: PRESEASON PREPARATION

I: INTRODUCTION

The **EASTPORT YACHT CLUB Hurricane Plan** is a pre-determined action plan that will be initiated by the Commodore when there is a hurricane or storm threatening the Club and its employees, members, and facilities.

The primary objectives of this Hurricane Plan are to ensure the safety of all people associated with the Club, and to minimize damage to the Club's facilities and the member's boats.

The Plan is designed to be initiated **72 hours** prior to the storm making landfall, and to be completed within the next 48 hours. The Plan leaves 24 hours prior to landfall to allow for possible evacuations from the area and other unexpected circumstances.

Updating: Each club using this Plan should customize the document to meet the unique needs of their own facility, boats, and property. All [BLUE] text, team information, action plan details, and contact information should be reviewed and updated annually, prior to June 1st. Once the document has been updated for the current year a copy of it should be emailed to all members/staff. **All Flag Officers and Hurricane Response Team members should also be given a hard copy of the document.**

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 & THE HURRICANE RESPONSE TEAM

The Commodore of [EASTPORT YACHT CLUB](#) will make the formal decisions to activate The Hurricane Plan approximately 72 hours prior to the onset of a severe storm or hurricane in the geographic vicinity of the Club. If the Commodore is not available, the person responsible for activating The Plan will be determined by the Chain of Command table below.

The Hurricane Response Team and/or the Commodore may modify The Plan to respond to any and all unexpected storm conditions.

*Chain of Command, Hurricane Response Team, and Insurance Contact/Claims information should be updated prior to June 1st each year. **Hard copies should be printed and distributed.***

Chain of Command for Activation: Updated [June 16, 2022](#)

Order	Title	Name	Landline Phone #	Cell Phone #
1	Commodore	Mark Jones		443.949.1499
2	Vice Commodore	Lee Maynard		407.221.4302
3	Rear Commodore	Shawn James		703.201.3147
4	General Manager	Dan McQuay		443.600.0925

Hurricane Response Team: Updated [June 5, 2022](#)

Role Title	Name	Landline Phone #	Cell Phone #
Hurricane Team Leader	Mark Jones		443.949.1499
Club Leader	GM Dan McQuay		443.600.0925
Communications Leader	Nancy Noyes		410.263.5028
Club-Owned Boats Leader	Preston Senior (Waterfront)		410.991.5805
Member-Owned Boats Leader	Chris Rogers (Marina Chr)		240.758.4762
Facilities/Property Leader	Ken Piel (B&G)		214.450.9444
Junior Fleet Leader	Greg Hryniewicz (Jr FI)		443.994.7473
IT Leader	Scott McPherson (IT)		703.447.1902
Race Committee Leader	William Levatino		201.513.7133
	Tom Stalder		410.693.8394

Insurance Company Information: Updated [June 5, 2022](#)

Agent: [Denece M Herrera](#) Gowrie Group, 860.399.3661, deneceh@gowrie.com

Insurance Carrier: Chubb Group (The Burgee Program)

Chubb Claims Phone #: 800.252.4670

IV. COMMUNICATION

Club members and staff will be notified that The Hurricane Plan is being “activated” by email and/or text message. It is critical that all members have a current email address(s), cell phone number, and home phone number on record with the Club. Prior to storm season each year the Club should update their email lists, cell phone lists, and test the process for sending group emails and/or **text communications** to the membership.

During the 48 hours of storm preparation, the HRT’s Communication Manager **NANCY NOYES** will be responsible for providing updates to members and staff by email, and on the Club’s website. Text messaging will be handled by the **Office**. In the case that certain boat owners with boats stored at the club do not use email/text they should request to be contacted on a specified land-line phone number.

After a hurricane, it is possible that cell, email, and/or landline phone communications might not be possible. The HRT should have a plan in place for alternate communications, including a predetermined in-person meeting place/time after the storm passes.

Hurricane Team Leader: [Mark Jones, 443.949.1499, commodore@eastportyc.org](mailto:Mark.Jones@eastportyc.org)

Club’s main phone line: [410.267.9549](tel:410.267.9549)

Club’s website URL: eastportyc.org

V. 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 when early season housekeeping and maintenance is being addressed.

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

- Provide all Club members with an updated copy of the **Club’s Hurricane Plan**.
- Review the **Club’s insurance policy** with regards to adequate flood and wind insurance, and know your policy’s limitations.
- Update all Marina tenants’ contact information, lease agreements, current copy of insurance
- Encourage all Marina tenants to sign up for Club texting, and identify a Boat Buddy
- Photograph or video all Club property** including buildings (inside and out), docks, artwork, valuables, equipment, and boats. Make sure the Commodore and an additional member of the HRT have a copy of all current photos/videos.
- Club Property:**
 - Inspect all **wet slips and docks** and conduct necessary maintenance and repairs.
 - Inspect all **launching ramps, cranes, and lifts**, and conduct necessary maintenance and repairs.
 - Inspect all **dry storage areas** and conduct necessary maintenance and repairs.
 - Inspect all **moorings** and conduct necessary maintenance and repairs.
 - Inspect all **buildings** for structural integrity and conduct necessary maintenance and repairs.

- Create a map **which highlights the locations of all** hazards, power shutoffs, gas shutoffs, water shutoffs, sanitation system cap-offs, etc. Provide the HRT with a hard copy of the map.
- **Check generators, fuel lines, fuel supply, and filters** to make sure all are functional and that there is enough fuel to use them.
- Update the action plans for **securing the Club/Property** (found in SECTION VIII)
- Update the action plans for **securing the Club-Owned Boats** (found in APPENDIX B)
- Inventory supplies for **securing Club-assets**:
 - Maintain an adequate **inventory of supplies needed to safely secure docks, ramps, and Club-owned boats**. Include extra lines of all sizes/lengths, chaffing gear, fenders, extra mooring lines, anchors, manual bilge pumps, duck tape, packing materials, heavy duty tools, etc.
 - Maintain an adequate **inventory of the supplies required to secure all Club buildings and heavy objects** (including lines, plywood, fasteners, tape, locks, etc.)
- Prepare and update the **Club's Hurricane Kit** with the following supplies each year:
 - High-powered flashlights with adequate **extra fresh batteries** (test yearly)
 - Emergency high-intensity lights
 - Two battery operated AM/FM radios with weather frequency
 - Nylon lines of various diameters and lengths
 - Emergency water containers
 - Automatically deployed life harness with tether rings
 - VHF handheld radios
 - Emergency back-up generators (test regularly)
 - Formulate a plan for obtaining and storing back-up generator fuel (if required)

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 72 hours prior to the predicted storm landfall and be completed 24 hours prior to storm landfall. **Members will be notified that the Plan has been activated by email and/or text message. When a storm is in the vicinity, all Flag Officers and Hurricane Response Team members should make sure to have a hard copy of the current year's Plan.**

VI. 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.

If it is dark, no one will be allowed on the docks, piers, or floats without wearing a life jacket.

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 circumstance may members ride out the hurricane on Club property, Club boats, or member owned boats.

VII. STORM PERIOD – BOAT OWNER ACTIONS

All member owned boats, Club-owned boats, and guest boats should fall into these 4 TYPES below. Prior to hurricane season all boat owners need to understand what is required of their BOAT-TYPE. If members have questions about what is required for their specific boat type, these questions should be raised and addressed prior to hurricane season.

“TYPE A” Boats: All member owned boats that can be transported by hand, dolly, or trailer – including optimists, windsurfers, paddleboards, runabouts, small sailboats, dinghies, row boats, inflatables, kayaks, tubes, and all related equipment. This pertains to boats on the dinghy docks, in the racks, in the dry storage area, and in the parking lot(s).

“TYPE B” Boats: All Club-owned boats (including RC boats, JR sailing motor boats, small-boat fleets, keel boats, launches, etc.)

“TYPE C” Boats: All member and visitor boats in water, secured to slips or docks.

“TYPE D” Boats: All member and visitor boats on moorings. N/A

“TYPE A” Boat Plan: Type A boat owners (member-owned boats that can be transported by hand, dolly or trailer-including member-owned kayaks, sups) should begin removal 72 hours prior to the predicted storm landfall and complete the removal 24 hours prior to storm landfall. Boat owners in this group are responsible for monitoring severe weather forecasts and should initiate this action on their own, even if they have not been directly contacted by the Club or the HRT.

- **Responsibility:** Individual boat owners
- **Questions:** Directed to the “Member-Owned Boats Leader”: CHRIS ROGERS, Marina Chair

“TYPE B” Boat Plan: CLUB-owned boats (including Waterfront Access, jr sailing fleet and powerboats) need to be secured for the storm or removed according to the plan detailed in **Appendix B**. The plan should begin 72 hours prior to the predicted storm landfall and be completed 24 hours prior to storm landfall.

- **Responsibility:** The “Club-Owned Boats Leader”: PRESTON SENIOR, Waterfront This person will work with a pre-determined team of staff and volunteers to get the boats secured according to plan.
- **Questions:** Directed to the HRT “Club-Owned Boats Leader”:PRESTON SENIOR, Waterfront.

“TYPE C” Boat Plan: All member-owned and visiting boats (in the marina, at the dock, on lift slips) are required to be removed 72 hours prior to predicted storm landfall. Members with boats in the water that are secured to the Club’s docks/slips should begin removing their boats 72 hours prior to the predicted storm landfall and complete the process 24 hours prior to storm landfall. Members are responsible for their own labor and transportation required to remove/relocate their boats. **Appendix A** provides some guidelines for securing boats during a severe storm.

- **Responsibility:** Individual boat owners
- **Questions:** Directed to the “Member-Owned Boats Leader”: CHRIS ROGERS, Marina Chair

“TYPE D” Boat Plan: N/A All visiting boats on moorings are required to be removed 72 hours prior to predicted storm landfall. Members with boats on moorings should begin securing or relocating their boats 72 hours prior to the predicted storm landfall and complete the process 24 hours prior to storm landfall. Boats that are remaining on moorings are required to have a secondary (back-up) stainless steel wire storm pennant. Members are responsible for their own labor, tools, storm gear, stainless steel storm pennant, lines/chafe gear, bumpers, and time required to safely secure or relocate their boats. Under no circumstance may members ride out the hurricane on their boat. **Appendix A** provides some best practices for securing boats during a severe storm.

- **Responsibility:** Individual boat owners
- **Questions:** Directed to the HRT “Member-Owned Boats Leader”: N/A

VIII. STORM PERIOD – SECURING THE CLUB AND PROPERTY

When the Hurricane Plan is activated the following list of tasks and activities will need to be completed by the HRT, staff, and volunteers. The tasks are broken into four categories: Grounds, Buildings/Contents, Office/Information, and Docks/Piers. At the beginning of each season these task lists should be updated and responsibilities should be reviewed and re-assigned if necessary. Consider extreme winds, flying objects, flooding, water pressure, and water surging when formulating the plan for safely removing and relocating assets.

The final tasks before the last HRT member vacates the property should be to shut off gas/electric/water*, lock the buildings, and lock the entrance gate.

PART A - GROUNDS:

Oversight responsibility assigned to: [DAN MCQUAY](#)

Task (description of task/duty)	Removal Plan (where to and/or how)	Responsibility (who will delegate this)
Remove and put away all tents and awnings	Tent storage to west side of bldg	GM
Take down and put away any removable flag poles	Sparky's Shed	same
Put away outdoor furniture	Inside Club	same
Put away all trash cans, dumpsters, and portable grills		same
Remove all loose objects		same
Close up the pool (shut off pumps, close valves, turn off electricity, etc.)	N/A	same
Close or cap waste and sanitary systems and tanks		same
Secure all flammable, explosive, or other hazardous materials	Dumpster Enclosure	same
Make sure all above ground fuel tanks (including bottled gas) are sufficiently secured and anchored	Dumpster Enclosure	same
Take down large signs, antennas or other removable items subject to wind damage	Inside space in Jr Shed	same
Shut-off water*	Marina and Clubhouse	same
Shut-off power*	Marina and Clubhouse	same
Shut-off gas*		same
Lock entrance gate BLDG		same

*Shut-off policies should be determined at the club/facility level, as every facility is wired and set-up differently.

PART B – BUILDINGS AND CONTENTS:Oversight responsibility assigned to: [DAN MCQUAY](#)

Task (description of task/duty)	Action Plan (where to and/or how)	Responsibility (who will do this)
Close and secure all windows		GM w/ B&G Comm, Volunteers, Maintenance
Board up or shutter large glass windows and doors		same
Remove or relocate all trophies	inventory and track location	same
Close up roof and wall vents so water can not enter		same
Make sure vents and air conditioner units are properly secured to the building		same
Remove or relocate all fine arts, books, and photographs	inventory and track location	same
Remove or relocate all historic artifacts and antiques	inventory and track location	same
Remove all food that will spoil		Chef
Remove all alcoholic beverages		Bar Manager
Remove or relocate valuable kitchen equipment if possible		Chef
Disconnect all kitchen equipment that can not be relocated		Chef
Remove or relocate general maintenance tools		Maintenance, B&G
Remove or relocate mooring room supplies/tools		RC
Remove or secure outdoor ice machines		Maintenance
Lock buildings		GM

PART C – OFFICE/INFORMATION:Oversight responsibility assigned to: [Alicia Zebron](#);

Task (description of task/duty)	Action Plan (where to and/or how)	Responsibility (who will do this)
Back-up computer files/logs		Office
Print out ledger files (year to date)		same
Print out a hard copy of membership list with contact information		same
Print out vendor/supplier list with contact information		same

Print out staff contact list with contact information		same
Cancel any vendor deliveries		GM, Chef, Office
Remove or relocate office electronic equipment (computers, printers, phone systems)		Office
Remove or relocate key paper files and records (if stored on site, paper files should be in water tight plastic containers and stored up high)		same

PART D – DOCKS, FLOATS, PIERS, DRY STORAGE AREAS:

Oversight responsibility assigned to: [Prestron Senior, WATERFRONT](#)

Task (description of task/duty)	Action Plan (where to and/or how)	Responsibility (who will do this)
Ensure boat racks and parking lots are cleared	Coordinate w volunteers	Waterfront w/ Junior Sailing Team, Marina Comm
Remove all loose items (lines, hoses, spare boat parts, trash cans, etc.)		same
Re-contact all boat owners who have not removed their boats from the property/docks/racks	Email and texting	same
Create a written list of all boats left in wet storage slips and mooring field	Include owner/contact info	same
Disconnect and remove all fuel/gas/diesel dispensers		same
Remove ramps	B and Junior Dock	same
Remove floating docks	Secure or remove Junior Dock	same
Make sure boats, docks, ramps, and furniture that are relocated to land will not float away from flooding and surge	Secure to fencing along SSA	same
Shut off crane/lift(s)	consider?	Mark Miller 443.822.5659
Remove motor from crane	consider?	same
Remove all electrical equipment from dock/launch sheds		Waterfront Manager
Manually turn off fuel lines at head of dock	N/A	N/A
Turn off all power to docks		same
Ensure all dock cleats are secure		Marina

IX. STORM RECOVERY

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 facility, 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.

Insurance Company Information: Updated [June 7, 2022](#)

Agent: [Denece M Herrera](#) Gowrie Group, 860.399.3661, deneceh@gowrie.com

Insurance Carrier: Chubb Group (The Burgee Program)

Chubb Claims Phone #: 800.252.4670

APPENDIX

Appendix A: Guidelines 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).

- Use larger diameter than normal nylon line for doubling up and securing boat to dock or moorings.
- Boats that are remaining on moorings should have a secondary (back-up) stainless steel wire storm pennant.
- Check that mooring tackle and pennants meet or exceed harbor requirements (enough weight, properly set, inspected, scope enough for surge and high waves, etc.)
- Make sure lines will not slip off/over pilings if the surge is predicted to be excessive.
- If boat is on a trailer, secure the boat to the trailer, and secure the trailer to large fixed objects. Think about wind and flooding when securing your boat.
- For light weight trailer boats, consider letting out some air in the tires and filling the boat about one-third full of water to help hold it down.
- Install good chafing gear everywhere lines will rub (chocks, deck edges, crossing lines, etc.)
- Ensure cleats and fair leads are secured with substantial backing plates.
- Install extra fenders/bumpers.
- Inspect bilge pump(s), batteries, cockpit drains.
- Assure bilges have a battery back-up.
- Inspect and secure hatches, portholes, antennas, and doors.
- 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.
- Take down mast whenever possible.
- Remove all sails including self-furling jibs.
- Remove all loose items from decks and open cockpit compartments.

Appendix B: Plan for Removing/Relocating CLUB-Owned Boats

This plan should be reviewed and updated each year, before hurricane season. The team of volunteers/staff to help get this done should also be updated yearly. Consider extreme winds, flying objects, flooding, and water surging when formulating the plan for safely removing and storing the club-owned boats.

Oversight responsibility assigned to: PRESTON SENIOR, Waterfront

Boat Name and Type (manuf, length, etc.)	Plan of Action	Primary Responsibility (who will oversee this)
Club Fevas (4)	De-rig and hand carry boats, masts/booms	Waterfront Director
Boston Whalers 13, 15, 17 and Zodiac 11 RHIB	Remove boats on trailers. Block trailers and secure to ground.	Same
Blue Dragon Prams (8)	De-rig and hand carry boats, masts/booms	Same
Kayaks (4 adult, 4 child)	Remove from grounds if poss	Same
Paddleboards (6)	Remove from grounds if poss	Same
J22s (3)	Trailers not road legal; Block trailers and secure	Same
Windsurfer (2)		Same
Sunfish (6)	De-rig and hand carry boats, masts/booms	Same

Volunteers to help secure Club-Owned Boats:

Name	Contact Number
Marina Committee – Chris Rogers	240.758.4762
Jr Fleet Committee – Greg Hryniewicz	443.994.7473
Gavin O’Hare	443.926.6808
Logan Hearn	513.324.3447
William Levatino	201.513.7133
Carol Robinson	410.562.9466
Larry Kaufmann	980.329.1688
Walter Englehardt	410.353.2206

Staff to help secure Club-Owned Boats:

Name	Contact Number
Junior Sailing Instructors (Preston Senior)	813.363.8693