

Guilford Town Marina

SEVERE WEATHER PLAN 2013



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1. GENERAL

A. Objective:

To provide clear and concise procedures for Guilford Town Marina (here after, GTM) staff and vessel owners to follow in the event of a Hurricane, Tropical Storm, or any severe weather with winds greater than 50 mph. To manage, to maintain security of, to control the operation of, and to ensure the safety of GTM facilities during an announced emergency situation.

B: Background:

Marinas are not safe locations during a Hurricane or a Tropical storm. Their proximity to the water and coastal regions generally place these facilities close to, or directly in, the path of these storms. GTM does mandate evacuation. It is highly recommended that vessels be relocated well in advance to safer locations in order to protect both the vessels and the marina. The following procedures will enhance GTM's ability to protect the lives and property of our marina customers and safeguard our facilities.

C: Preparation:

Every vessel owner should have an **Individual Hurricane or Severe Storm Plan** designed specifically for their vessel. This plan should include:

- Location of alternate berthing / storage for your vessel,
- A checklist of procedures to ready your vessel for severe weather,
- Necessary gear and supplies on board to secure the vessel on short notice,
- Cell phone number or name and phone number of a friend or family member who will act on behalf of the vessel owner should they be out of town or unable to reach their vessel,
- It is your responsibility, ***not the Dockmaster's***, to contact your alternate in case of an emergency.

- Alternate's contact information must be on file at the Dockmaster's office.

GTM slip holders should regularly provide the Dockmaster with current contact information including **current phone number and email**. Vessel insurance (300,000) is a mandatory requirement for berthing / mooring a vessel at GTM. Vessel owners should make sure that their vessel insurance is current and that their coverage is sufficient for vessel liability, damage, loss, and all other occurrences.

HURRICANE AND SEVERE WEATHER PREPARATION

(MARINA STAFF)

- **CUSTOMER CONTACT:** Ensure that all customer emergency contact information is up to date and entered into GTM database. Collect e-mail contact information if available.
- **FACILITY INSPECTION:** Dockmaster conducts complete facility inspection no less than weekly to ensure bulkhead and docks are free of clutter; initiates and directs the removal of all excess gear and equipment. All piling hoops and float connections are inspected.
- **SEVERE WEATHER PLAN:** Print and distribute to all staff. Ensure that all staff are familiar with plan and facility preparation / response procedures and location of equipment and supplies.
- **SUPPLIES:** Ensure that adequate supplies of tools, equipment, etc. to deal with preparation and recovery are on hand (dock lines, batteries, radios, rain gear, PFD's, Bottled water).
- **WORK VESSELS:** All marina work vessels in good working order; dock lines and safety equipment on board; fuel topped off; bilge pumps operational. Ensure that staff understands evacuation plan and individual responsibilities.

GTM ACTION PLAN

A. Hurricane Watch

- 1.) All GTM personnel are required to know by definition the status of a weather emergency as differentiated between a Hurricane Advisory, Watch, Warning, etc.
- 2.) All GTM personnel will be prepared to respond when called upon to report to work. Proper planning will ensure that personal needs are met while still meeting the need to respond to an emergency situation at our facility.
- 3.) At designated staging areas all emergency equipment and supplies are to be at full operational capacity and ready to move. Batteries are fully charged, PFD's, life rings, lines, and other safety equipment stocked and in full working order.
- 4.) At the Dockmaster's office the information cycle is started.
 - a.) To Marina Patrons – directly, by voice announcement, by e-mail, by posted notice, by phone, by passing the word, the proposed order of an evacuation plan will be announced.

- b.) Vessel owners are instructed to monitor VHF channels 16 and 9 – the marine working channel- and weather station for information updates and emergency instructions.
 - c.) All trash containers to be secured. Parking lot, bulkhead, and docks are checked for removal of unnecessary equipment and materials.
 - d.) GTM staff shall ascertain that vessel owners are prepared for an emergency evacuation.
 - e.) Calls are made to vessel owners to serve as volunteer help if needed.
- 5.) GTM launch ramp to be kept open for a smooth flow of trailer-able vessels.
- 6.) It is mandatory that all GTM personnel report to work as instructed.
- 7.) GTM personnel are to remain on site, even after normal business hours to assist vessel owners in securing or removing their vessels. Personnel should remain as long as personal safety is not at risk. When personal safety is an issue, GTM personnel are to secure marina property to the best of their ability and leave the marina returning only when deemed safe to do so.***

B. Hurricane Warning

- 1.) All marina personnel on duty shall alert the boating public of any Hurricane Advisory Update and Warning information.
- 2.) All off-duty GTM personnel must respond immediately and report to work. Personal needs should now have been met and all available personnel will be meeting the need for emergency work at the facility.
- 3.) Emergency equipment and supplies are positioned to be mobilized for fast use. Docks and bulkheads are cleared of moveable objects, garbage, and debris. Loose items that cannot be removed are secured.
- 4.) Ensure that all vessels still in marina are properly secured.

- 5.) Keep vessel and launch ramp traffic flowing in a smooth and orderly fashion. Be prepared to assist vessel owners with line handling, securing equipment, etc.
- 6.) Complete securing of building, dock, and bulkhead.
- 7.) Should the situation warrant; the GTM Dockmaster should contact the Guilford Police Department and request barriers to restrict access to the GTM parking lot in the interest of safety and accessibility to the area by Public Works and construction vehicles. The Guilford Police Department & Public Works should comply with this request and provide the necessary barriers to the GTM Dockmaster to prevent any unsafe instances directly after a storm.

C. Facility Evacuation

- 1.) Upon local directive, facilities are secured and evacuated. GTM personnel are dismissed with instruction to establish contact with Dockmaster as soon as possible after the storm for instruction. GTM will be shut down for the duration of the emergency. Begin planning for “after the storm” action.

VESSEL OWNER ACTION PLAN

- A. **Precautionary Measures** (Should be initiated at the beginning of each Hurricane Season and on an ongoing basis)
- 1.) Have your vessel Hurricane Plan established. Know in advance **where** you are going to go, **what** you are going to do, and **when** you are going to do it.
 - 2.) Involve a friend or family member(s) in your vessel Hurricane Plan so that they may assist you if you are out of town or unable to get to your vessel in the event of an approaching storm. Initiate a “dry run” to ensure that you are ready for the real thing. Contact numbers for owner and alternates must be provided to Dockmaster.
 - 3.) Make sure that your vessel’s operating systems are in good working order. Replace fuel filters, inspect batteries / charging system, and keep fuel tanks topped off. Inspect all bilge pumps and thru hull connections. Inspect fire-fighting equipment for readiness.
 - 4.) Inspect all working and spare dock lines and ground tackle (check chain and shackles). Ensure that all extra line is in good condition and in an accessible location. Have sufficient chafing gear for all working lines. (neoprene hose works well).
 - 5.) Devote some time to practice tying your vessel as you would for a Hurricane or severe storm. Make sure that your extra line is of sufficient quantity and strength.
- B. **Active Measures** (To be initiated at least 48 hours before expected Hurricane landfall or upon issuance of a Hurricane Warning.)

National Hurricane Center – Hurricane Warning Definition

“An announcement that sustained winds of 74 mph or higher are expected somewhere within the specified area in association with a tropical, sub-tropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. The warning can remain in effect when dangerously

high water or a combination of dangerously high water and waves continue, even though winds may be less than hurricane force.”

**In the event of a Hurricane Warning or Severe Storm
Warning it is required that all vessels evacuate Marina Basin
& River Moorings.**

- 1.) All vessels **should** be evacuated from Marina and Moorings at this time.
- 2.) If relocating your vessel from the Marina or Moorings **do it now and do it early.** The longer you wait, the more difficult it will be to get where you are going.
- 3.) With Dockmaster’s permission, vessels on the Commercial Bulkhead will run storm lines across the Marina Basin impeding boat traffic.
- 4.) Strip as much as you can from vessel topsides. Bimini tops, dinghies, motors, sails, roller furling, outriggers, chairs, and inflatable toys, should be stowed.
- 5.) Make sure that the vessel bilge is free from sludge, debris, and obstruction so that rainwater can freely exit your boat.
- 6.) Vessels remaining on the Mooring Field should set fore and aft storm anchors of adequate size with proper line scope. It is the owners’ responsibility to protect vessel and property.
- 7.) Enhance water tight integrity above and below waterline. Seal windows, doors, and hatches (duct tape will work). Shut seacocks, cap-off or plug un-valved thru hull fittings such as sink drains. Clear cockpit drains.
- 8.) Commercial vessels must secure gear on the Bulkhead.
- 9.) GTM will shut down operations to the public upon issuance of a Hurricane Warning or 12 hours prior to expected landfall. At this time vessels requiring special berthing arrangements within the Marina will have to be moved. All vessels should be secured and vacant. Electrical service and water will be turned off.
- 10.) ***GTM is not responsible for any damage to any vessel not removed under these circumstances. Any vessel owner who does not remove their vessel assumes all responsibility for damage to their vessel as well as any damage to any other vessel and to any GTM property.***