



## **Lauderdale Small Boat Club Inc.**

Lauderdale Small Boat Club

Hurricane Preparedness Plan

## SECTION 1

### INTRODUCTION AND SUMMARY OF PLAN

The Lauderdale Small Boat Club's (LSBC) 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/Director Docks and Grounds 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 basin and dry storage areas and securing the club facilities and grounds. "LSBC 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 dock master 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

The LSBC Commodore will activate the emergency action plan at approximately 72 hours prior to the predicted landfall based on the criteria outlined in this plan. 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 to serve as a message center during the storm period. The LSBC communication center may be activated earlier based on perceived needs. Contact with the club in the event regular landlines contact is lost can be established by use of the published cellular phone numbers which will be stationed in the club's pilot house.



## 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.

The dock master after conferring with the Commodore or Director of Docks and Grounds will evaluate the location of Group A and Group B boats not moved by their owners and will re-locate those boats if in the best interest of the club while securing club property. As slated in the LSBC 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.

In securing Group A and Group D boats, all boats should be stripped of all loose equipment. Boat owners are responsible for equipment not removed since loose equipment can become damaging projectiles during a storm.

Owners of Group A and Group B boats that do not remove their boats from club property do so at their own risk.

#### Action Plan — Group C

The basin should be evacuated in the event of a Category 1 storm or worse. Owners who decide to keep their boats in the basin are required to assess their individual needs and secure their boat accordingly. Owners are required to add extra dock lines and fenders to minimize damage to neighboring boats and finger piers. More specifically, owners are required to add extra dock lines (at least two parallel lines adequately rated for your boat in hurricane situations on each of the four corners [Port, starboard, fore and aft] of the boat) and fenders to minimize damage to neighboring boats and finger piers.

Under no circumstances are owners allowed to secure dock lines across the basin (from one dock to another dock). The use of kedge anchors is allowed and an effective alternative method for securing a boat when outside pilings are not available. Anchor lines must not affect the normal operation of boat movement within the basin.

### Action Plan — Group C (continued)

In securing Group C boats, all boats should be stripped of all loose equipment. Boat owners are responsible for equipment not removed since loose equipment can become damaging projectiles during a storm.

Dock boxes are required to be secured in an appropriate manner with additional tie-downs to secure lids unless locked. Out-riggers stored on docks or finger piers need to be removed and secured elsewhere. All loose objects stored behind boats must be removed by the owner during Phase 1 or risk removal by the dock master during Phase 2.

Although every attempt will be made to store these items for the owner the dock master or club will not be responsible for the loss of items secured to minimize damage to club or member's property. Remember, if unable to secure your boat and property make arrangements in advance for another member to assist.

Owners of Group C boats that do not remove their boats and or property from club properly do so at their own risk.

### Action Plan — Group D

Travel lift services will be limited to emergencies and at the discretion of the dock master and in consultation with the Director of Docks and Grounds during Phase 1 (72-48 hours prior to landfall).

Boats on cradles must be stripped of all loose equipment. Boat owners are responsible for equipment not removed since loose equipment can become damaging projectiles during a storm.

All maintenance and repair equipment (ladders, painting equipment, etc.) located under a boat is required to be removed by the owner during Phase 1. Equipment not removed during Phase 1 may be eventually removed by the dock master during Phase 2.

Although every attempt will be made to store these items for the owner the dock master or club will not be responsible for the loss of items secured to minimize damage to club or member's property. Remember, if unable to secure your boat and property make arrangements in advance for another member to assist.

Travel lift services will resume as soon as possible after the storm has passed. Those owners whose boats are on a cradle will receive credit for a minimum of three days if the Director of Docks and Grounds/Dock Master suspends travel lift services pending an approaching storm.

## SECTION 3

### OPERATIONAL PLAN

#### Objective

To provide clear and concise procedures for the Lauderdale Small Boat 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 the LSBC 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 LSBC'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 dock master 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 Lauderdale Small Boat Club's By-Laws. The Commodore will be responsible for the initiation of the hurricane plan and the Director of Docks and Grounds will oversee its operation.

The dock master will be in contact with the Director of Docks and Grounds to receive directions pertaining to the operation of the hurricane plan. Upon initiation of the hurricane plan the Director of Docks and Grounds will coordinate and delegate responsibilities to other board members, staff and club members for the efficient operation of the hurricane plan. The Director of Docks and Grounds is authorized to provide overtime for LSBC employees during Phase 1 and 2 and for several days after the storm has passed.

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

### Responsibilities and Duties-Dock Master

The dock master responsibilities as it pertains to the Hurricane Preparedness Plan involves pre-planning prior to the start of the hurricane season and specific responsibilities during Phase 2 and Phase 3.

#### Preparation for the Hurricane Season \_\_\_\_\_ (June 1<sup>st</sup>)

- 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 Director of Docks and Grounds with a list of necessary emergency equipment for the club.
  - 1.3 Survey the club's property and provide the Director of Docks and Grounds 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 Director of Docks and Grounds with a list of vessels that have dock lines in poor condition and or improperly secured to pilings.

## Responsibilities and Duties-Dock Master (continued)

### Phase 2 (48-24 hours prior to landfall)

- 2.1 In consultation with the Director of Dock and Grounds contact LSBC 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 LSBC By-Laws.
- 2.3 Store the necessary amount of emergency equipment inside the Pilot 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.
- 2.4 Contact fuel suppliers for possible delivery and trash Management Company for pick-up service.
- 2.5 Report progress and concerns to Director of Docks and Grounds 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 basin and lock all buildings.
- 3.2 Inform all members still on club property that services are suspended until after the storm.
- 3.3 Inform Broward Sheriff's Office that the marina is closing and security gates will be left open.