

## QUANTICO YACHT CLUB HURRICANE/EMERGENCY PREPAREDNESS PLAN

### ***INTRODUCTION AND SUMMARY OF PLAN***

The Quantico Yacht Club (QYC) Hurricane/Emergency Preparedness Plan is a comprehensive action plan initiated by the Commodore according to pre-set storm criteria. The purpose of the plan is to prepare the yacht club facilities for a pending hurricane or storm, and to assist its members in protecting the QYC facility, member 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 QYC Executive Committee to respond to the expected conditions. Under this plan, the first priority is to protect the lives and property of QYC, its members, their vessels, and equipment. The second priority is to assist the Quantico Marina Harbor Master and Marine Corps Base (MCB) Marine Corps Community Services (MCCS) in securing the marina, its property, and vessels remaining in the marina to minimize damage and aid in recovery.

The plan requires the full cooperation of the QYC membership and relies heavily on volunteer participation. QYC assumes no responsibility for securing its member's vessels or property and presents the plan as a set of guidelines and order of escalated preparedness for its membership. QYC encourages each member to read and study this plan, pre-determine your own individual action plan for securing your boat and equipment at the beginning of hurricane season. Members should familiarize themselves with the methods of securing their vessels remaining in the marina, seeking shelter in a safe haven such as Mattawoman Creek, or having their vessel short hauled for the duration of the emergency. Each member should notify the Commodore of his/her intended evacuation/security plan, and ability to provide volunteer support to the QYC and Quantico Marina Harbor Master in the event of an emergency. It is also highly encouraged that every member identify have a surrogate member to act in his/her stead should the member not be able to participate in this plan. The surrogate must be willing to assume responsibility for your boat if you are unable to do so.

The QYC Fleet Captain will maintain a list of members and their surrogates for all who wish to participate. The Fleet Captain will be notified by the member if his/her surrogate changes.

### **Alert Criteria**

The QYC Commodore will activate the emergency action plan at approximately 72 hours prior to the named storm's landfall when the NOAA/National Weather Service prediction cone indicates that the approaching storm will pass over MCB Quantico and will base actions and decisions based on the preset criteria outlined in this plan. Weather information sources used to arrive at decisions will include National Weather Service/NOAA and private official sources. The QYC Commodore will provide the

Quantico Marina Harbor Master with timely updates as to the actions and availability of QYC volunteers.

**Communications**

In the event of an approaching named storm, cellular telephone communications will begin to deteriorate and will eventually be lost as the capacity of the network is saturated. It is therefore imperative that communications and directions be accomplished as early as possible during the initial period of the 72-hour alert. All communication and planning will be coordinated through the QYC Fleet Captain who will as coordinator and facilitator during the storm period. The Commodore and/or Fleet Captain will serve as the point of contact (POC) with the Quantico marina and will coordinate volunteer efforts and communication with the Harbor Master. In the event of the loss of cellular communications regular land line contact will be attempted until all communications are lost. The Fleet Captain will coordinate with the QYC Web Master to the extent possible to post updates on the QYC home page at 72, 48, and 24 hours and thereafter as possible.

**Action Plan Sequence**

The action plan will be a phased-in approach with each task outlined in the table below. This table is furnished as a guideline only and may be augmented as required by the unfolding and dynamic events of the storm

<b>Phase One</b>	<b>Phase Two</b>	<b>Phase Three</b>
(72-48 hours before landfall)	(48-24 hours before landfall)	(24-0 hours before landfall)
Commodore Initiates a Storm Alert	Storm imminent. Secure all outside materials at QYC Yacht Club & surrounding Grounds	Club & Grounds Secured
Contact Members	Assist Quantico Marina Harbor Master with securing all vessels remaining in wet slips and moving vessels on dry storage.	Marina Secured
Establish communications and command post at the QYC Facility. Assist members with	Provide assistance to Quantico Marina Harbor	Storm Watch

evacuation/securing of their vessels. Assist Quantico Marina Staff as required.	Master.	
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**Post Storm Period**

Immediately after the storm has passed the Quantico Yacht Club and surrounding grounds may be unsafe to enter. Strict adherence to base guidelines and access control directions must be followed. A measure of security is expected to be exercised by MCB Quantico and the Quantico marina which may prohibit access to QYC members. All QYC members are requested to follow these guidelines to the letter. All access to the Quantico Yacht Club and the Quantico Marina by insurance adjusters, salvage operators, mechanics, and members or boat owners will be limited and controlled by the Quantico Marina Harbor Master. It is expected that within 24 hours after the storm an emergency operations office will be set up at the marina to manage recovery operations and assist boat owners with insurance claims and salvage operations as required.

**Members and Individual Boat Owners**

The QYC member and individual Boat owner should consider the following principles for hurricane preparation.

Prepare a written plan for what you intend to do in a hurricane alert and provide a copy to the Quantico Yacht Club Fleet Captain and Quantico Marina Harbor Master by June 1st of each year.

Name a surrogate 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 surrogate in the spring, including a visit to alternate dockage or hurricane anchorage.

Do not rely on Quantico Marina staff, fellow QYC members, volunteer work crews, or your boat’s neighbor to look after your boat for you. If you are a slip holder or have your boat in dry storage with the Quantico Marina, know and adhere to the requirements for daily moorage of your vessel with regard to the size and condition of mooring lines, electrical connections, and storage of items.

Prior to the critical months of June through September, ensure the timely servicing of your vessel, i.e. clean fuel filters, top off fuel tanks, change batteries, inspect sails and rigging, inspect ground tackle and docking, and make an inventory list for storage on your vessel.

Initiate your plan for an early evacuation. Moving the vessel, stripping sails, de-rigging and mooring vessels in 35 mph+ winds is extremely difficult and impossible in 45 mph winds and heavy sea conditions.

Remember it is the vessel owner’s responsibility to provide and maintain the necessary labor, lines, tools, and ground tackle to necessary to evacuate and/or secure their vessel.

### Alternate Dockage Site

**The safest place for a boat during a storm is out of the water.** Prepare yourself at the beginning of each season by making reservations at alternate docking sites and remember that these sites will fill up quickly and become subject to availability. Know the possible haul out sites in your immediate area and the inquire of your fellow QYC membership for assistance and cooperation in helping you find alternate slips, dry storage, or safe havens. Each member is ultimately responsible for planning his/her hurricane plan and finding an alternate dry storage site should be among the top items on the list. Remember, plan early in the spring of each year and avoid the last minute rush. Member should also be aware of the large number of cruising vessels that frequent the Chesapeake Bay and its tributaries. These boaters will be seeking safe haven, mooring, or dry storage as well and some marinas may barricade their entrances to prevent intruders late in the storm approach or in the immediate post storm period.

### Doubling the Lines

Each member owning a vessel 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  $\frac{3}{4}$  inch nylon line should be used. Braided line is better for this purpose and provides greater shock absorption per liner foot.

### Chafing Gear

Special attention should be given to avoiding chafing which is the single most critical failure point in mooring the lines. A historically successful chafing gear system is to double neoprene hose (3/4 three strand nylon, inside 1" ID, thick wall neoprene, both inside a second 2" ID neoprene hose). This or a similar system should be used at all chafe points.

### Storm Surge Tide and Flooding

Dock and spring lines should be secured to accommodate a tide surge. Lines tied to breast pilings should be set accordingly. The Quantico Marina has floating docks with extended pilings and the recommended procedure for bow, springs, and stern lines are long and tight.

### Stripping the Vessel

All necessary steps should be taken to reduce windage. Before leaving the vessel in the approaching storm, strip all canvas including enclosures, bimini's, isinglass, sails including self-furling jibs and running rigging, booms and moveable deck equipment, ventilators, anchors, life rings, and other loose gear causing windage. Secure all radio antennas, hatches and tape them shut. Remove all loose gear from cabinets and storage bins, e.g. binoculars, and secure cabinet doors. Roller furling jibs must be lowered and removed from the vessel.

### Cleats, Winches and Chocks

In designing your storm mooring system (dock lines, chafing gear, cleats and winches) assess the structural attachment of the primary cleats, winches and chocks on the

vessel. These high load stress points should have substantial backing plates, and adequate bolt size. Report any loose or damaged cleats on docks to the Marina Harbor Master.

### Securing the Vessel

In addition to stripping the vessel of all sails, furling gear, boom, halyards, ventilators, spinnaker poles, antennas, life ring, etc.; be sure the fuel filters are clean as the violent movement of the boat will shake sediment loose in the tank to clog the filter when you start the engine after the storm. Boats should also be filled with fuel prior to storm warnings. It is a good practice to keep your fuel tanks topped off and consideration to the availability of fuel should be taken into consideration. Many fuel docks will be closed and/or shut down prior to and after the storm.

MEMBERS ARE ENCOURAGED NOT TO ATTEMPT TO RIDE OUT THE STORM ON BOARD THEIR VESSEL.

### **INSURANCE GUIDELINES**

MAKE SURE YOU CHECK THIS EARLY. As QYC is a participating club with BoatU.S., the provisions listed here are those of BoatU.S only and are not meant as an endorsement of one insurance carrier over another.

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.

This policy form typically covers boating equipment normally carried for safety or navigation both aboard and when separated from the vessel and stored ashore. It should specifically extend coverage to a dinghy or tender to the vessel. Vessel owners should check the specific provisions in their policies as they vary from company to company.

Property contained in a trailer or dock box 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. Yacht Policy with a 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/trailer contents.

Slip holders and dry storage holder are 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. Check with the Quantico Marina Harbor Master for their requirements. Generally speaking, the incremental premium for the higher coverage is insignificant relative to the increased protection and the need for the protection.

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. If the owner has elected to do without any liability coverage, there is a good chance this protection won't be covered.

## **MANUAL FOR STORM ACTION PERSONNEL**

### **SECTION I THE QYC Membership**

The Emergency Action Plan is premised on the full cooperation of the QYC Membership to take action according to the predetermined plan.

The QYC Executive Board will be activate the plan and assist and direct the Fleet Captain in implementing the plan.

### **COMMODORE AND FLEET CAPTAIN**

The Commodore has the responsibility to initiate a storm alert and to alter or upgrade the plan as conditions warrant.

The QYC Executive Board and Fleet Captain serve as an advisory group to the membership in activating and employing this plan. In the event that the Commodore is not available, the next senior QYC Executive Board member must assume the authority for decisions.

The QYC Fleet Captain and/or his/her designee will put the Emergency Action Plan into effect. At any time in the sequence of implementing the plan, the Commodore or Fleet Captain may accelerate or abort operations as weather conditions dictate. The Commodore will serve as the final authority in all decisions made during the duration of the emergency.

Following a storm, the Fleet Captain will coordinate cleanup efforts and volunteers as appropriate.

### **STORM VOLUNTEER GROUP**

Once the alert is called, the Commodore and/or his/her designee is the sole authority to implement the plan. The Fleet Captain is designated as the person in charge of all volunteers who should report to the Fleet Captain for assignments and delegation of work.

### **FLEET CAPTAIN**

The Fleet Captain is delegate authority to contact and supervise vessel owners in the evacuation of the marina and securing remaining boats. The Fleet Captain may coordinate the relocation of vessels and the de-rigging of vessels in the absence of their owner. The Fleet Captain is also delegated authority to direct and supervise volunteer operations while assisting the Quantico Marina Harbor Master including the final securing of the marina and equipment, boats, electrical power, fuel, and radio operations.

### **CREW CHIEF OF VOLUNTEERS**

A Crew Chief of Volunteers may be designated by the Fleet Captain and is delegated the responsibility to maintain a log of available volunteers and obtain projected volunteer requirements from the Quantico Harbor Master. The Fleet Captain has the final say when matching requirements with the available volunteers. When competing needs for manpower arise, the Commodore shall set priorities.

## **SECTION II BASIS FOR IMPLEMENTATION OF THE STORM PLAN**

The Hurricane Action Plan is a step-by-step sequence of activities to prepare the Quantico Yacht Club and Quantico Marina and its remaining vessels for a hurricane and to assist vessel 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 Evacuation

Decision Three – Securing Facilities and Grounds

### **DECISION POINT 0:**

The Commodore may activate this plan at any time judicious preparations indicate usefulness to the membership without implying any further progression of the alert.

### **DECISION POINT 1:**

Task 1 - Commodore initiates the Hurricane Alert and assembles the Executive Board and Fleet Captain.

## **PHASE ONE HURRICANE ALERT**

Task 2 - Mobilization of the hurricane preparedness team and communication with membership begins here. Initially the QYC Yacht Club will be the headquarters for this phase. In the event of an imminent threat by the approaching storm, this activity may be moved to a local motel or member home.

The team will begin by assembling a call/email list.

Team begins calling/emailing all members with notification of Alert status.

Task 3 - Storm is expected to impact this area. Begin preparations of QYC club house and grounds.

Check on outside gear that may become flying debris during storm.

Check and familiarize each team member with electrical power shut off points .

Identify items that need to be removed from the immediate area.

Organize volunteer working parties and transportation to move any necessary items.

Move items capable of being stored inside the club house.

Coordinate communications between all team members and Executive Board.

Secure outdoor furniture.

Task 4 - Begin preparations to secure member vessels and assist Quantico Marina Harbor Master. At his/her direction, task may include but are not limited to;

- Assist in removing all loose personal gear on finger piers.
- Haul Quantico Marina and patron work and/or pleasure boats to an area designated by the Quantico Harbor Master.
- Remove all trash cans from parking lot and from the pier head.
- Make sure all dock boxes are screwed down properly and lids zip tied close.
- Remove all dock carts and wagons.
- Plywood should be attached to marina office windows.
- Assist with removing and securing any remaining gear that may become flying debris during the storm.
- Assist with storm surge preparations on floating docks as directed by Quantico Marina Staff.

**DECISION POINT 2:**

Evaluation of membership involvement and probability of evacuation of member vessels from the Quantico Marina.

Task 5 Members and volunteers begin stripping member vessels and assist Quantico Marina personnel with other vessels as required/requested.

Begin removing all items on vessels to reduce windage. Canvas, dinghies, sails, and any loose items as noted previously in this plan.

Begin applying storm lines and secondary fenders.

Contact available membership and available captains and notify them of schedule of moving boats.

**DECISION POINT 3:**

If the Quantico Marina falls within the window of a Category 1 or Greater Storm the probability of a significant storm surge increases to a point of certainty. In this case, all members with vessels located on "D" dock are encouraged to have their vessel moved to dry storage no matter what the length. This dock will receive the greatest impact from the surge and vessels stripped from this dock will cause the most damage in the Marina. All vessels in the Marina should be pointed bow into the wind, generally south down river, to minimize the amount of wind resistance presented by the vessel and transferred to the docks.

**PHASE TWO – EVACUATION**

Task 6 - Evacuation of all boats wishing to leave the marina.

The Commodore will approach the QYC Harbor Master and request permission to pull all trailerable vessels that cannot be loaded on trailers by conventional means. Vessels



being hauled out onto trailers will be required to remove their vessel and trailer from the base or follow the directions of the Quantico Harbor Master. Vessels not being hauled out should be placed in slips on "A", "B", or "C" dock with bows pointed southward.

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

Task 7 - Security of Quantico Yacht Club and Quantico Marina begins. All members should refrain from attempting to visit their vessels and the QYC Yacht Club. Coordinate your visit and or work related volunteer efforts with the Quantico Harbor Master. No unauthorized persons should be allowed on docks.

Task 8 – Volunteers Assist with Final securing of Marina.

If required by the Quantico Harbor Master, volunteers assist in final securing of the Marina facilities.

This may include shutting down electrical power and water lines to all locations. This is highly recommended in a Category 1 or greater storm impacting the area.

Assist the Harbor Master with compiling a list of all boats remaining in the marina. All volunteers should travel in groups of at least two at this point and be wearing PFDs for protection.

Photographs of the Quantico Yacht Club, all docks, marina buildings, and the surrounding areas should be taken at this time. You may also want to take photographs of your vessel before the storm to document the condition.

Task 9 - Begin Storm Watch

### **SECTION III**

#### **STORM PERIOD 12 HOURS ETA TO 12 HOURS AFTER**

##### **Line Safety Recommendations**

No one should remain on their vessel during the storm period.

Life jackets should be worn when walking the docks at night or when wind velocities are in excess of 40 mph, or when the docks become submerged.

Members should not attempt to move or re-secure loose boats during the storm period.

Extreme caution should be exercised in all outdoor activities. In the event of injury, outside medical aid will probably not be available.

### **SECTION IV**

#### **THE DAY AFTER CLUB OPERATIONS**

### **Damage assessment Team**

Immediately following the storm, access to the Quantico Yacht Club and most likely the Quantico Marina will be strictly limited to Vessel Owners only. Salvage contractors, and Insurance adjusters should contact a marina staff member prior to access to the Marina with current insurance, business papers, and identification.

As soon as practical following the passage of the storm, begin conducting preliminary assessment of damage to the Quantico Yacht Club, grounds, and equipment.

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

Damage to the club's building with recommendations for emergency repairs.

Damage to grounds with recommendations for cleaning debris.

### **QYC Executive Board and Fleet Captain Meeting**

The QYC Executive Board and Fleet Captain 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 club's facility and to restore normal operations as soon as possible.

The Executive board will draft and publish a special edition of the QYC Newsletter to all members reporting the damage assessment and the action to be taken.

### **APPENDIX**

#### **INSURANCE** (copied with permission of BoatU.S.)

The following guidelines for Boat Owners were prepared by the Marine Insurance Division of the Boat Owners Association of the United States, 880 South Pickett Street, Alexandria, VA, 22304, (703) 823-9550. You should discuss these and other guidelines with your insurance carrier.

PROPOSED INSURANCE POLICY ENDORSEMENT (To deal with Potential Liability resulting from Emergency Operations.)

Notwithstanding any other provision of this policy, the company agrees to hold harmless the United States Marine Corps, Marine Corps Base Quantico, Marine Corps Community Services, Quantico Marina, its officers, members and employees for any damages occurring during, or resulting from, actions taken while conducting emergency salvage operations. Emergency salvage operations include any activity, which the Quantico Marina Harbor Master may deem necessary to protect persons from injury or property from damage.

#### **ACTIONS EXPECTED OF BOAT OWNERS TO SECURE AND PROTECT THEIR PROPERTY**

It is reasonable to expect a boat owner to take the time and effort to secure the vessel in a safe mooring and take the steps necessary to secure the property from loss – short of riding out of the storm aboard.

## **ACTIONS TO SECURE AND PROTECT**

Be familiar with and committed to the Quantico Yacht Club Emergency Preparedness Plan. Cooperate to the fullest extent possible with the Quantico Marina or the members host marina and when ever possible, relocation should be accomplished as quickly as possible.

Be sure your family and surrogate 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.

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. Remove them should this plan be implemented.

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 marinas 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 Quantico 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 debris, 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 needed – this “Sue and Labor” effect is covered by the BOAT/U.S. Yacht Policy.

### **GENERAL GUIDELINES FOR SECURING BOAT INSURANCE**

Not to harp on this but, it does bear repeating. 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.

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.

While dock boxes are not generally allowed at the Quantico Marina, there are a few around. 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 Quantico Marina) they should check with their insurance agent to see if they are covered for loss of the box and/or its contents.

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.

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.