

# Emergency Action Plan Checklist for Boat 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.

The key lesson from these storms is that a well thought out emergency action plan may significantly reduce direct and indirect damage.

Chubb is pleased to provide this checklist guide to assist Boat Clubs in developing and implementing site-specific hurricane emergency action plans. Plans should include actions before, during and after a hurricane event.



## Prior to Hurricane Season

- Develop a formal hurricane contingency plan specific to your Club and Marina, distributing the document to employees, allowing them to train and develop work responsibilities.
- Assign responsibility for all facilities, operations, equipment and housekeeping to designated persons or groups. Designate team leads and critical personnel and update contact information.
- In cases where utilities such as water, gas or electrical will need to be secured, include photographs in the plan of where these control valves are located and specific instructions for the task.
- Review the plan with marina management to ensure they are in agreement, making edits as necessary.
- Run a practice exercise with employees using the plan to ensure parties understand their responsibilities.
- Anticipate inventory of vessels during hurricane season and have a plan to remove them from the water. Confirm the arrangement you have for vessel removal is appropriate for the number of boats in inventory.
- Secure vessels stored on land with lines or web straps to ground screws or preset concrete eyes; nest vessels gunwale-to-gunwale and strap together, if appropriate for vessel type.
- If there are docks/floating items owned by the club and not the marina, ensure there is a feasible plan for their removal from the water and stowage on land.
- Conduct complete facility housekeeping audit: store or secure all materials and supplies; inspect and service any physical structures that are the Club's responsibility.



## 72 to 48 Hours Prior to Hurricane Watch

- Notify personnel and start hurricane action plan.
- Place mobile or waterborne operations personnel on standby to start securing operations.
- Begin facility protection: inspect yards, marina and dock areas; stow away or secure loose equipment.
- Secure flammable, explosive, or hazardous materials, including compressed gas cylinders, in a safe area.
- Remove small boats and trailers from outside storage "racks" and secure elsewhere.
- Evaluate the need to evacuate vessels in facilities with indoor "rack" storage located in lowland areas.
- Take down large signs, antennas, or other removable items subject to wind damage.
- Begin facility protection precautions: storm shutters and protective equipment should be ready/installed.
- Process and mail paperwork on-hand; secure other paperwork in a safe place.
- Store expensive equipment and products in inland warehouses.



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

- Remove vessels from water and secure inland per plan. Pull plugs from boats.
- Secure all equipment not needed for storm preparation in protected areas.



## 36 Hours Prior to Hurricane (*Hurricane Warning*)

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- Perform vessel protection and securing, where possible. Put the oldest or least valuable vessels in most exposed area so that they can absorb the impact of any flying debris.
- 12 hours prior to storm release personnel with instructions for reporting back after storm.
- Lock and secure all facilities under Club control.
- Secure docks, field buildings and offices.
- Evaluate trailers.
- Shut off power, natural gas and city water lines at main switch/valve/meter.
- Secure fuel supply tanks/lines at shore side installation.
- Disconnect and store electric motors and pumps that are at or below ground level.
- Notify location/marina management and local police when location is secured and evacuation complete.



## During Hurricane

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- 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

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- Begin preliminary damage assessment, wearing boots, gloves and protective equipment.
- Watch for snakes, alligators or wild animals in grassy areas (geography dependent).
- Watch for downed electrical wires, as generators may be operating and lines may be “hot.”
- Smell for leaking natural gas: do not use matches, candles or any open flame device.
- Check for leaking gasoline or diesel 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, slip and dock electrical wiring before turning on main power switch.
- Inspect, repair/replace all wet small appliances.
- Prepare written damage assessment.
- Report theft/vandalism to police: obtain incident report, number for insurance and IRS loss reporting.
- Document all repairs made.

### For more information, please explore:

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[Chubb Marine Facilities Insurance](#)

[Chubb Claims](#)

[Chubb Risk Engineering](#)

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