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Hurricane Preparedness Plan  
For  
Shark River Municipal Marina

**Introductory Comments**

The order of priority when preparing Shark River Municipal Marina for a hurricane is (1) Protect human life, (2) Seek to prevent or minimize personal injury, (3) Reduce the exposure of property to damage, (4) Minimize damage to property that cannot be relocated and (5) Seek to restore normal operations as quickly as possible.

Having a workable plan in advance and being able to implement the plan in a timely and effective manner is the key ingredient in achieving these prioritized goals. The most dangerous and most critical task is securing boats, which may move about and damage the marina and other boats. The marina is not a viable sanctuary for boats of any type during a direct hurricane hit. Experience has proven that marina docks and boats are most likely to survive a hurricane if all boats are evacuated. The wet slips and dry storage area are not designed to accommodate boats during heavy winds and/or storm surge. These elements tend to push and pound boats against pilings, docks, and other vessels. The floating docks may rise over the tops of piling and become adrift. Dry stored boats are in danger of being moved by wind or being lifted and moved with the tide surge. The entire marina and storage are in the flood plain.

The management of Shark River Municipal Marina strongly encourages early evacuations of all boats in wet slips and dry storage to a safe haven. Of course, circumstances may prevent evacuation of some boats.

Preparing for a hurricane successfully depends on how early and how orderly we all act although chances may be great that the storm will not hit us. Remember- wet slips should be evacuated.

This Hurricane Preparedness Plan outlines the procedures Shark River Municipal Marina will follow throughout hurricane season and during hurricane watches, warnings, as well as during and after a hurricane. Marina customers are contractually required to be familiar with this plan (as well as the marina rental contract and marina regulations).

Timetables for implementing the various stages of the plan will depend on the storm's forward speed/direction, probability of a storm hit, and the expected intensity of the storm. We will, of course, coordinate our timetables with those of the Neptune Township Office of Emergency Management.

Be aware that these Hurricanes Preparedness Plans may work only for lower category hurricanes. Certainly, a Category II or stronger storm at this location will result in catastrophic damage to the boats and marina facilities. We prepare in order to limit the damage or in hopes of a "near miss". For a major storm our efforts may or may not be

adequate – but the job must be done quickly in order for all personnel to evacuate to safety. Remember – to attempt to secure boats while under storm influences are at the risk of the lives of marina personnel, boat owners, and volunteers. An approaching hurricane is a potential killer – the inconveniences of early action are a small price to pay for safety.

## **Summary of Shark River Municipal Marina Hurricane Preparedness Plan**

### **Hold Harmless Agreement**

The boat owner holds the marina harmless for accidental damage caused when the marina takes prudent emergency action before or during a storm and for salvage work done by the marina or salvage contractors. Emergency storm preparations and salvage operations include any activity which marina management deems necessary to protect persons from injury or property from damage, other than intentional acts that clearly increase the potential for damage to the renter's boat.

### **Boat Insurance**

To be eligible for storage at the marina, boats owners must provide proof of a comprehensive boat insurance policy. This will allow timely salvage operations and will cover damage to the boat or to damages caused by one boat to another. The rental contract specifies that a boat owner is responsible for damages his boat inflicts on another boat or to the marina property.

### **Wet Slip Evacuation is Strongly Advised**

Both boats and the marina will suffer less damage if boats are not left tied to docks during a hurricane. However, lessons learned from hurricane disasters in other states clearly indicate that mandatory evacuation is nearly impossible to conduct. Also, mandatory evacuation requirements can lead to human safety issues. The marina wishes to make it clear to boat owners that their boats will have a better chance at survival if evacuated. Remember that it is in everyone's best interest to avoid damage to the marina. Damage to the marina could affect the availability of a place to dock when returning after the hurricane and effect the future cost of slips rental.

### **Dry Storage Evacuation is Strongly Advised**

Evacuation of the dry storage by trailer is the safest course of action for your boat. Hurricane history indicates that boats in dry storage may be lifted by storm surge and resulting in damage to the boats as well as endangering neighboring property. Marina management feels that boats should not be left in dry storage at Shark River Municipal Marina. For as fee as determined by the marina, marina personnel will conduct tie-down, however, the marina assumes no obligations in tying or otherwise securing dry storage boats. This is a time consuming and dangerous task. Any attempt to tie down boats must be completed before foul weather. Boat owners must be aware that, there will be an announced cut off time after which loading on trailers will cease in order to complete the tie down process. The marina storage lots are only 2-3 Feet above sea level – storm surge from even a category -1 hurricane would be devastating especially at high tide.

## **Boat Handling May Cease When Winds Reach Sustained Speed of 25 Knots or More**

Launching, recovering, or otherwise handling a boat is unsafe when wind speed reaches 25 knots. All mechanical equipment may cease operation at that time.

### **Command and Notification System**

Marina management will assemble a Hurricane Response Team as an advisory panel to assist in improving the hurricane plans. The group will assist in implementing the plan during a storm threat. The marina supervisor and the Office of Emergency Management make the final decision on all policy and procedure recommended by the HRT. Notification of policy is in three forms: (1) the annual Rental Contract, (2) posted Marina Regulations, and (3) the Hurricane Preparedness plan. Notification of changes will occur by mail, 30 days prior to implementing change.

### **Safety Consideration**

The overriding consideration in hurricane preparation and decision making in the marina Hurricane Preparedness Plan is the safety of employees and boat owners. Preventing damage to property is secondary to human safety.

### **Shark River Municipal Marina Hurricane Plan – Preseason**

During “Preseason,” prior to June 1<sup>st</sup>, when hurricane season begins each year, there is little or no hurricane threat. This is the time to review the marina Hurricane Preparedness Plan and update or revise it as necessary.

### **Responsibilities in Preseason are:**

#### **Marina Supervisor:**

- Reassess marina emergency procedures policy.
- Review the marina rental agreement to ensure clarity of renter liability for property damage and personal injury. Specify that vessel owners will be billed for services and materials necessary for preparation, response, and recovery.
- Contact the Emergency Management Coordinator, local fire and EMS captains each spring to review.
- Overall disaster plan.
- Emergency assistance communications.
- Evaluate the storm threat potential by plotting the advance and assessing weather reports.
- Be prepared to step up preparation timetables if forward speed and intensity increase.

#### **Communications Coordinator:**

- Prepare communications equipment and contact lists for evacuation.
- Put pre-qualified repair and salvage companies on stand-by.

### **Marina Operations – Office:**

- Back up computer files as needed
- Print out general ledger on a weekly basis.
- Process and mail all outgoing mail.
- According to the checklist, load office equipment and files for evacuation.

### **Marina Operations:**

- Facilitate boat evacuation by trailer until announced deadline.
- Secure area flags, trashcans, carts, furniture, fire extinguishers, and other loose items that can be affected by wind.
- According to the checklist, load merchandise, store records, and cash for evacuation. Coordinate transportation with Marina Office.
- Set up 12v batteries to power VHF during electrical outages.
- Relocate merchandise that cannot be evacuated, but could be damaged by flooding. Ensure that storage rooms doors and vents are tightly secured with plywood and plastic.
- Assist Communications Coordinator as required.
- See to it that the Travel lift & Hydraulic trailer are taken to higher ground
- Coordinate boarding up of all windows at store, office and service shop.
- Regional map of the marina's location with respect to storm surge, flood plain, wind damage potential, evacuation routes, and bridge locations. Should be evaluated.
- Review and update the detailed map of the marina showing locations of utility equipment and power shutoff points, sources of auxiliary power, potential hazard areas such as fallen objects, trees, poles, etc; emergency equipment and supplies, communication equipment, first aid stations and escape routes.
- Identify items for evacuation in each department of the marina (develop check list).
- Review boat owners of responsibilities during hurricane season which starts June 1<sup>st</sup>. Northeast U.S. Aug-Oct.
- Supervisor/inspect all areas of the marina for pre-hurricane season safety, housekeeping, repair and maintenance.
- Verify with insurance agent that marina is adequately insured, particularly for wind and water damage. Keep current photographs of marina facilities on file and ensure that any applicable specifications require by the insurance policy (the fine print) have been met. Have this confirmed in writing.
- Review listings for repair and salvage companies. Pre-qualify companies with references, proof of insurance, performance bonds and releases.

### **Marina Operations – (Department of Public Works & Marina Supervisor):**

- Conduct pre-hurricane season housekeeping (Suggest developing an inspection checklist).
- Obtain transportation (rental trucks, trailers, etc.) for evacuating marina materials and equipment for each department. Develop a listing of rental agencies to call.
- Obtain off-site rental storage if necessary.

- Inspect and clear storm drains. (Suggest developing an inspection checklist).

### **Marina Operations – Dry Storage Manager (Monmouth Marine):**

- Inspect and service doors and building.
- Inspect and service outside/wash racks.
- Inspect and service hauling equipment.

## **Shark River Municipal Marina Management Policy Regarding Hurricane Preparation**

### **Marina Employees**

Hurricane Response Team membership includes all marina and some Public Works employees. Unless instructed otherwise, marina employees will answer to the appropriate supervisor during hurricane response.

There will be no excused absences once the marina is in Hurricane Condition (a storm will make Land fall in 24 hrs.). It is uncertain how long crewmembers will be required to be on duty during storm preparation. Therefore, at first notice of a storm there will be staggered relief shifts to allow each person time to go home to prepare their homes and families. This will be done well in advance of anticipated storm effects (as much as 2-3 days in advance).

Each employee must have a plan prepared for his/her personal preparation and evacuation in order to effectively reduce his/her required leave time, so other crewmembers can have adequate leave time. The marina supervisor in conjunction with the Office of Emergency Management will schedule leave time, with team leaders going first, in order to return to preparations as soon as possible.

### **Marina Responsibility**

The marina is not responsible for damage to any boat from storms or any other act of God. In the event that a boat is likely to cause bodily harm, loss of life, or damage to property; for example, on a fire or sinking, the marina reserves the right to take any prudent action necessary to ensure the safety of its customers, employees or property. Any costs incurred in doing so will be charged to the boat owner.

### **Shark River Municipal Marina Hurricane Plan Condition: 24 Hours to Landfall**

NOAA or the Weather Channel Hurricane watch Bureau will issue high probability strike areas. Evacuation of your boat to safe anchorage or to haul out is strongly advised.

- Advise the marina of your intention and schedule your haul out with Monmouth Marine or haul out at another location. (Check the tide charts). For best haul times.
- Marina personnel or public works will assist with ramp haul outs.
- Be aware that any cost associated with securing a boat at the marina will be charged to the boat owner.
- Boats left docked should have extra lines, fendering and chafing gear.
- Be advised that trailer loading and boat Hauling could terminate when wind speed reaches sustained 25 knots or higher, so plan to move early.

- Be prepared to disconnect dock ramps if possible and secure to fixed pilings
- Be prepared to turn off all utilities to docks
- Under No circumstances are you to ride out the Hurricane on your boat at the Marina.

### **Shark River Municipal Marina**

After the hurricane has passed, everyone is advised to remain in a protected area until announcements are made on the radio or TV that dangerous winds and flooding have passed. Telephone communications may not be possible. Listen to public radio broadcasts for this information. Marina personnel are expected to return to the marina as soon as possible to begin the cleanup process and to return the marina operating conditions.

Controlling damage after the hurricane is important. This can save time and money for the marina and boat owners. Someone with authority must be available to work with salvors, owners, and insurance representatives and provide security to limit access to the property. We will admit only boat owners, authorities, insurance personnel, and only those contractors and surveyors on assignment. Salvage operations will be discussed with owners and their insurance companies before moving damaged boats. Calling insurers with a description of conditions at your marina will help expedite removal of boats as well as the payment of salvage bills and claims.

### **Marina Manager and Personnel**

- Re-enter marina when cleared by local emergency management.
- Prepare to assist in search and rescue activities.
- Conduct a safety inspection and document damages photographically before permitting customers on the property. If necessary, request assistance from the Emergency Management Agency, fire department, utility companies, or police.
- Clearly mark and blockade hazard areas; be particularly careful of fallen electrical lines and leaking fuel.
- Deploy containment equipment for liquid spills.
- Designate spokesperson(s) for media, insurance, and spills.
- Contact local or state agencies regarding necessary permit requirements for rebuilding.
- Begin clean up and repair procedures only after insurance company has been contacted and legal documentation of damage has been accomplished.
- Determine the priorities for getting the marina back in business.
- Set up supervised operations center, log in all arrivals and departures.
- Contact employees not returned.
- Contact repair and salvage companies as directed.
- Contact customers to report boat conditions and when marina is estimated to be inspect boats.

### **Boat Owners**

- Remain clear of the marina until notified.
- Review insurance policy and prepare to evaluate and report damages to insurance agency.