

MARINA OPERATOR CHECKLIST

EQUIPMENT ON SITE

- | | |
|--|---|
| <input type="checkbox"/> Lines | <input type="checkbox"/> plywood |
| <input type="checkbox"/> chafing gear | <input type="checkbox"/> tarps |
| <input type="checkbox"/> screw anchor | <input type="checkbox"/> batteries |
| <input type="checkbox"/> portable generator | <input type="checkbox"/> first aid kit |
| <input type="checkbox"/> cut/patch equipment | <input type="checkbox"/> duct tape |
| <input type="checkbox"/> submersible pump | <input type="checkbox"/> plastic sheeting |
| <input type="checkbox"/> camera/video equipment | <input type="checkbox"/> minimum repair kit |
| <input type="checkbox"/> mobile radio/cellular phone | <input type="checkbox"/> spill containment gear |
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INSPECT YEARLY

- docks have quick shut off above the flood plain
 - docks are attached to pilings that can sustain a 50 year storm surge and wind load
 - there is enough storage space above the flood plain for boats and vehicles
 - there is storage space above the flood plain for office records and equipment
 - there is emergency power for winch operation, travel lift, pumps and communication
 - cradles and jacks are stored and easily accessible
 - moorings have been checked by a diver and set
 - all employees are trained for hurricane plan actions
 - all boaters have received checklists for hurricane planning
 - all boaters have current insurance for their vessels
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INSPECT MONTHLY

___ building roofs, doors and windows

___ fuel and sewer pumping lines

___ fire fighting gear

___ spill containment gear

___ lifts and cranes

___ electrical supplies

___ debris is removed from open areas

___ trees and shrubs are trimmed

___ trash bins and dumpsters are secured in protected areas

___ salvage or abandoned hulls, equipment and parts are disposed of or secured

___ dry storage areas and racks

CONTRACTORS FOR RECOVERY

Service	Name	Phone/Fax
County Inspector		
FEMA Assistance		
Crane/Barge		
Diver		
Plumber		
Electrician		
Roofer		
Boat Repairs		
General Contractor		
Dock Supplier		
Fuel Spill		
Engineer		

72-48 HOURS PRIOR TO PROJECTED STORM ARRIVAL

MANAGER (this job is the same throughout the preparation stage)

- ___ monitor NOAA weather station and/or the internet weather reports
- ___ assist where needed
- ___ coordinate volunteers
- ___ acts as home base where employees can report jobs completed and where help is needed
- ___ coordinate supplies, tools and labor

OFFICE

- ___ notify customers that facility is on alert
- ___ monitor NOAA weather station and/or internet weather reports
- ___ process mail and all paperwork
- ___ back up computer records
- ___ delay orders of materials and stocks that are due to be shipped
- ___ contact all contractors for post-storm clean-up
- ___ contact volunteers to begin preparation work
- ___ cover and tape windows

YARD

- ___ remove or secure blowables (signs, tables, chairs, trash cans, etc.)
- ___ fill fuel tanks
- ___ remove or secure small drystorage boats (dinghies, kayaks, canoes etc)

DOCKS

- ___ begin hauling boats
- ___ begin securing boats that have decided to remain at the docks
- ___ allow boat owners to evacuate to an off-site location
- ___ assist boaters in preparation

48-24 HOURS PRIOR TO PROJECTED STORM ARRIVAL

OFFICE

- ___ remove equipment and records to safe storage
 - ___ cover remaining equipment and furniture with plastic
 - ___ move items that could sustain water damage to tables or off the ground
 - ___ purchase extra batteries, food and water for emergency securing and recovery workers

 - ___ have a source of ready cash for recovery work
 - ___ confirm insurance coverage and secure policies
 - ___ establish an “outside the area” contact person for communication during evacuation
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YARD

- ___ move all vehicles upland
 - ___ secure the marina from non-essential traffic
 - ___ remove floating docks if possible and tie them down
 - ___ turn off water supply if it is public
 - ___ turn off fuel pumps and main electricity
 - ___ take pictures/video of the facility and preparation conditions
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DOCKS

- ___ continue securing vessels
 - ___ check boats to see that no occupants are remaining
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24-0 HOURS BEFORE PROJECTED STORM ARRIVAL

OFFICE

- ___ lock doors and brace them against wind
 - ___ set up answering machine (have battery back-up installed)
 - ___ give instructions for post-storm activities
 - ___ give approximate time to return to the marina (to be confirmed by off-site contact)
 - ___ ensure everyone has the number of the off-site contact
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YARD

- ___ do a last patrol of the grounds
 - ___ secure all access points
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DOCKS

- ___ conduct a last patrol of the vessels, checking dock lines and moorings
- ___ ensure no one remains on their vessel-if they choose to remain have them sign a waiver of liability and give you their next of kin address and phone

Send All Employees Home Unless A Skeleton Crew Is
Needed To Remain For The Storm

DURING THE STORM

ON-SITE

- ___ Monitor weather reports on radio, TV and/or internet
- ___ Stay in a protected area
- ___ Use extreme caution and stay off the docks
- ___ Do not attempt to re-tie or board a loose vessel during the storm

OFF-SITE

- ___ Monitor weather reports on radio, TV and/or computer
- ___ Coordinate return of all employees
- ___ Review recovery plan
- ___ Review insurance policy

RECOVERY

Beware Of Snakes, Downed Electric Lines, Wet Electronic Equipment, Leaking Gas or Fuel

- ___ contact employees regarding when they should return
 - ___ contact recovery crews
 - ___ contact insurance company to get an adjuster and surveyor to you
 - ___ set up security to prevent looting and for crowd control
 - ___ photograph/video everything
 - ___ complete a survey of the facility including equipment and inventory
 - ___ estimate damages and prepare a written assessment if possible
 - ___ if anything is stolen, file an incident report with local police
 - ___ set up an answering machine or volunteer to respond to customers' inquiries
 - ___ investigate to find a marina where your customers can berth temporarily
 - ___ begin clean-up efforts
 - ___ coordinate employees and contractors
 - ___ investigate boat repair facilities for customer referral
 - ___ control news media; no media exposure is usually better
 - ___ control conflicts between returning boat owners and recovery of damaged boats
 - ___ order repair supplies
 - ___ coordinate utility evaluation and reinstatement of service
 - ___ if your marina did not sustain damage, let other marinas know that you can take boats
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CUSTOMER CHECKLIST

Equipment To Be Kept On Board:

- chafing gear
- fenders
- two sufficient anchors with 300' or more oversized rode
- flashlight with spare batteries
- battery-operated radio

Check Monthly:

- exterior lights operable
- auto bilge pump operating (check battery)
- hatches are watertight
- power and electric gear operating
- engine battery charged
- flashlight battery charged
- radio batteries charged

To Do At A New Marina:

- learn marina approaches and basin
- learn the size and type of your mooring
- ensure mooring and lines are sufficient for all likely wind direction and velocity
- ensure mooring has enough weight and scope and is properly set
- learn your moorage lease and rental agreement responsibilities
- learn responsibilities for your boat's safety when a hurricane is approaching
- develop a plan for securing your vessel outside the marina if you plan to evacuate
- if evacuating, visit the site by boat and time the trip
- learn what possible delays you may encounter when evacuating
- photograph your boat and surroundings
- keep a list of all equipment on board
- keep a list of all equipment that will be removed during storm preparations
- keep a complete set of records for your boat at home
- give the marina operator the name and number of your absentee skipper
- give the marina operator a description of your boat, registration number and location

DOCKED BOAT PREPARATIONS

- ___ strip all removable items, including spare rigging
- ___ clear self-bailing cockpit drains
- ___ close all through-hull fittings
- ___ set chafing gear where lines will rub (chocks, cross lines, deck edge, etc.)
- ___ remove portable fuel and oil storage containers
- ___ remove ship papers
- ___ shut off fuel tanks
- ___ leave anchor light on
- ___ leave auto bilge pump on
- ___ check openings to ensure boat is watertight
- ___ set and check storm anchors
- ___ consider attaching 3 sets of bow and stern spring lines
- ___ consider attaching lines to cleats at a 45 degree angle
- ___ consider tying your boat between two piers or along a pier and anchored off one side

MOORED BOAT PREPARATIONS

- ___ Make Plans To Have Someone Pick You Up From Your Boat Before The Storm Arrives
- ___ strip all removable items, including spare rigging
- ___ clear self-bailing cockpit drains
- ___ close all through hull fittings
- ___ remove portable fuel and oil storage containers
- ___ remove ship papers
- ___ shut off fuel tanks
- ___ leave anchor light on
- ___ leave auto bilge pump on
- ___ check openings to ensure boat is watertight
- ___ use storm pennants to increase scope
- ___ attach chains directly to pennants instead of swivels
- ___ add an emergency catenary weight at the vessel end of the chain
- ___ use double or triple chafe protection
- ___ use chafing gear over entire length of pennants
- ___ use two pennants

TRAILERABLE BOAT PREPARATIONS

Store in a garage:

- strip all removable items, including spare rigging
 - clear self-bailing cockpit drains
 - close all through-hull fittings
 - remove portable fuel and oil storage containers
 - remove ship papers
 - shut off fuel tanks
 - leave auto bilge pump on
 - check openings to ensure boat is watertight
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If no garage is available:

- secure trailer to a sturdy object
 - let half the air out of the trailer tires
 - put wood blocks between the frame and axle
 - take out the drain plugs
 - cover with tarp
 - use tie-downs
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ANCHORED BOAT PREPARATIONS

Make Plans To Have Someone Pick You Up From Your Boat Before The Storm Arrives

- strip all removable items, including spare rigging
- clear self-bailing cockpit drains
- close all through-hull fittings
- remove portable fuel and oil storage containers
- remove ship papers
- shut off fuel tanks
- leave auto bilge pump on
- check openings to ensure boat is watertight

- ___ use 3 or 4 substantial anchors and good tie rope
- ___ tie your boat high on the mainland to a substantial tree or similar structure
- ___ do not tie parallel to the bank
- ___ keep a navigable passage at your stern to allow other boats passage
- ___ use enough line to allow for storm surge
- ___ leave enough room between your boat and others to allow for swing
- ___ take valuables off

NOTES: