



# **Hurricane Procedures**

June 1st – Nov 30th, 2016

***At Regatta Pointe Marina,  
personal safety is the highest priority at all times.***



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## **GENERAL**

Our objective is to provide clear procedures for RPM Crew and vessel owners to follow in the event of a Watch or Warning for a Hurricane or severe storm and to manage, maintain, secure and control the operation and property of RPM facilities and property during an announced emergency situation.

Marinas are not safe locations for vessels during a Hurricane or Tropical Storm – their proximity to the water and coastal regions generally place these facilities either close to or directly in the path of these storms. RPM does not mandate vessel evacuation. However, it is highly recommended that vessels be relocated well in advance to safer locations in order to protect both the vessel and the Marina. The following procedures will enhance RPM's ability to protect the lives and property of our marina customers, and safeguard our facilities.

Every vessel owner should have an individual Hurricane Plan, designed specifically for their vessel. This Plan should include the location of alternate berthing / storage for their vessel, a checklist of key procedures to be followed to ready the vessel for a storm, necessary gear and supplies on board to help secure the vessel on short notice and the name and phone number of a friend or family member who will act on behalf of the vessel owner should they be out of town or unable to reach the vessel. Marina customers should regularly provide RPM with current contact information, including emergency telephone numbers. Vessel insurance is a mandatory requirement for berthing a vessel at a RPM. Customers should make sure that their vessel insurance is current and that coverage is sufficient protection for vessel liability (minimum of \$300,000 general liability is required), damage or loss.

*RPM shall designate an Operations Center (OC), which will generally be the facility's Marina Office (unless otherwise designated) for the coordination of operations, communication, and emergency response. The OC shall be in communication with the Manatee County Emergency Operations Center (E.O.C.)*



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## **RPM ACTION PLAN**

### **A. Hurricane Watch**

- 1.)** All RPM personnel are required to know by definition the status of a weather emergency as differentiated between a Hurricane Advisory, Watch, Warning, etc.
- 2.)** All RPM personnel will be prepared to respond when called upon to report to work. Proper planning will ensure that personal needs are met, while still meeting the need to respond to an emergency situation at our facility.
- 3.)** At designated staging areas all emergency equipment and supplies (i.e. pumps, generators, vehicles, etc.) are to be at fully operational capacity and ready to use. Batteries must be fully charged and life jackets, life rings, lines, radios, flashlights and other safety equipment must be stocked and in full working order.
- 4.)** At the O.P. the information cycle is started – the HARBOUR MASTER and the O.P. shall contact the E.O.C., and verify contact information.
  - a.) To Marina Patrons – directly, by voice announcement, by posted notice, by phone, by passing the word the proposed order of an evacuation plan will be announced.
  - b.) Vessel owners / operators are instructed to monitor VHF Channel 16, the Marine working channel, and weather station for information updates and emergency instructions.
  - c.) All trash and debris are removed from containers to prepare those containers for receiving additional trash. Parking Lots, common areas, and docks are checked for removal of unnecessary equipment and materials.
  - d.) RPM Crew shall ascertain that vessel owners are prepared for an emergency evacuation.
  - e.) Calls are made upon Marina customers to serve as volunteer help, if needed.
  - f.) Notification is made to other personnel/Contractors if there is need to relocate any vehicles, equipment, or property. RPM's employees are designated at the facility to handle the safeguarding, evacuation, or relocation of the above, as well as files and irreplaceable data.
- 5.)** Commence securing buildings, docks, vessels, and upland property. Only basic facility accesses are left open.



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**6.)** RPM fairways are to be kept open for a smooth flow of vessels from their slips and any additional haul out of vessels to the upland. Direct trailerable vessels out of the area.

7.) Report essential information to HARBOUR MASTER. Receive instructions for communication, controls, phone numbers, radio channels, etc.

8.) Rotate facility Crew home to address personal needs. All RPM personnel will be required to report back to work, scheduled in selected groups at selected locations, for continuing emergency operations.

## **B. Hurricane Warning**

**1.)** All Marina personnel on duty shall alert the boating public of any Hurricane Advisory Update and Warning information.

**2.)** All off-duty RPM personnel must respond immediately and report to work. Personal needs should now have been met and all available personnel will be meeting the need for necessary emergency work at the facility.

**3.)** Emergency equipment and supplies are positioned to be mobilized for fast use. Piers and bulkheads are cleared of movable objects, garbage, and debris. Loose items that cannot be removed are secured, tied down, etc.

**4.)** Keep vessel and RPM customer traffic flowing in a smooth and orderly fashion – be prepared to assist vessel owners with untying lines, securing equipment, etc.

**5.)** Complete securing buildings, piers, and docks; finish safeguarding property from flood areas; secure areas once completed.

## **C. Facility Evacuation**

Upon local directive, facilities are secured and evacuated. Vessel owners have been directed to Hurricane Shelters. RPM personnel are dismissed, with instruction to establish contact with the HARBOUR MASTER as soon as possible after the storm for instruction. RPM will be shut down for the duration of the emergency. Begin planning for “after the storm” action to include Disaster Relief, repair, recovery and restoration of normal operations, services and support.



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# WEATHER ADVISORY DEFINITIONS

*The following are definitions and information about Hurricanes.*

**Tropical Disturbance** – A rotary circulation with little to no development on the ocean surface but better development in the upper atmosphere and no strong winds, a common phenomenon in the tropics.

**Tropical Depression** – A low-pressure area with some rotary circulation on the ocean surface and a sustained wind speed of less than 39 mph.

**Tropical Storm** – A low-pressure with a distinct rotary circulation and sustained wind speeds of 39 mph to 73 mph.

**Hurricane** – A low-pressure area with a strong and pronounced rotary circulation and a sustain wind speed of at least 74 mph.

**Categorical Strength** – The Saffir–Simpson scale is used to rate the strength of Storm Surge.

**Category 1** - Winds of 74 to 95 mph Damage Minimal Storm ..... surge expected= 6'

**Category 2** - Winds of 96 mph to 110 mph Damage Moderate Storm ..... surge expected= 10'

**Category 3** - Winds of 111 to 130 mph Damage Major Storm ..... surge expected= 13'

**Category 4** - Winds of 131 to 155 mph Damage Severe Storm ..... surge expected= 16'

**Category 5** - Winds above 155 mph Damage Catastrophic Storm ..... surge expected= 19'

**Storm Surge**- Water that is pushed toward the shore by the force of the winds swirling around the storm. This advancing surge combines with the normal tides to create the hurricane storm tide, which can increase the mean water level 18 feet or more.

**Advisories**- A way of disseminating hurricane and storm information to the public continuously.

**Special Advisory**- a warning given any time there is a significant change in weather conditions or change in warning.

**Intermediate Advisory**- A way of updating regular advisory information as necessary.

**Gale Warning**- Winds Speeds of 39 to 54 mph expected.

**Storm Warning**- Wind Speeds of 55 to 74 mph expected.

**Hurricane Watch**- A Hurricane may threaten the area within 36 hours.

**Hurricane Warning**- A Hurricane is expected to strike the area within 24 hours.

**Evacuation Order**- The most important instruction you will receive. Once issued, an evacuation order is mandatory, under state law, for all persons in the designated area.



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## IMPORTANT INFORMATION

*This section includes local radio frequencies, evacuation shelter locations and other information useful when planning for an approaching Hurricane.*

### Radio Stations

WMTX 100.7 Emergency Alert Station  
WFLA-AM 970  
WWPR-AM 1490  
WCTQ-FM 106.5  
WJIS-FM 88.1  
VHF Channel 2 Weather

### Television Stations

WTSP Channel 10  
WTVT Channel 13  
WFTS Channel 28  
WWSB Channel 40  
WFLA Channel 8  
Cable Channel 9

### Shelters Located in Palmetto

Mills Elementary - 7200 69th Street East Palmetto ..... Pets Allowed  
Tillman Elementary - 1415 29th Street East Palmetto ..... Pets NOT Allowed

### Emergency Phone Numbers

941-748-4501 ..... Manatee County Emergency General info, special needs registration, emergency info center.  
941-792-8686 ..... Red Cross Manatee Chapter  
941-794-1607 ..... Coast Guard  
941-747-3011 ..... Sheriff Department  
941-721-6700 ..... Fire Department  
941-723-4587 ..... Palmetto Police Department  
941-747-3011 ..... Marine Patrol  
941-729-6021 ..... Harbour Master's Office



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## **IMPORTANT INFORMATION CONTINUED**

### **Other Sources of Information**

There are numerous websites that provide valuable information to help track and Prepare for Tropical Storms and Hurricanes. Some recommend by the Manatee Power Squadron are:

[www.nhc.noaa.gov](http://www.nhc.noaa.gov)

[www.accuweather.com](http://www.accuweather.com)

[www.crownweather.com/tropical/html](http://www.crownweather.com/tropical/html)

[www.weatherunderground.com/tropical](http://www.weatherunderground.com/tropical)

[www.hurricanecity.com](http://www.hurricanecity.com)

[www.boatus.com/seaworthy/hurricane](http://www.boatus.com/seaworthy/hurricane)

[www.hurricanewarning.net](http://www.hurricanewarning.net)

[www.yachtsurvey.com/hurricane.htm](http://www.yachtsurvey.com/hurricane.htm)



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## PLANNING

During the planning stage the following steps should be considered:

- ✓ Create a Family Preparedness plan.
- ✓ Register Dinghy with Harbour Master's office. This is an effort to allow the Crew to identify dinghy's owners to assist in securing and or stowing.
- ✓ Supply Regatta Pointe Marina (RPM) with current list of phone numbers and contact information. This should include any local numbers for those responsible for caring for your vessel if you live out of town. If you live aboard and will be gone during the season, please leave a contact number where you can be reached.
- ✓ Verify that a current copy of your Certificate of Marine insurance paperwork is filed with the Harbour Master's Office.
- ✓ Verify that you have a sufficient and adequate dock lines. All lines should be in good condition. Use a minimum of 12 lines on your vessel.
- ✓ Verify that you have chafing gear available. Lines should of proper size. Minimum Dock Line Guidelines (for average weight of boat)

<b>LOA (ft)</b>	<b>Min Diameter</b>
Up to 35'	1/2"
36' - 44'	5/8"
45' - 54'	3/4"
55'- 64'	7/8"
Over 65'	1" or larger

Dock Lines can be purchased at the ship store.

- ✓ Create a Hurricane survival kit. That includes provisions for several weeks.
- ✓ Survey your boat slip, report any loose dock boards, missing or broken dock box clasps etc. to the RPM crew at the Ship's Store for a work repair order.





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## HURRICANE TEAMS

RPM will coordinate with all tenants to create Hurricane Teams to assist the Marina Crew, and boat owners in the event that a Hurricane Warning is issued for our area. These teams will be established as early as possible, and consist of a Dock Leader and Volunteers. There will also be medical volunteers and Communication volunteers.

### **DOCK LEADER RESPONSIBILITIES ARE:**

- ✓ Assemble teams at Hurricane Warning advisory.
- ✓ Harbour Master to provide updates and change to hurricane teams listing.
- ✓ Create a Dock plan with volunteers to verify team's assignments.
- ✓ Communicate with the Ship Store Communications center using VHF Channel 5
- ✓ Report unsafe or problematic conditions to the Harbour Master.

### **VOLUNTEER'S RESPONSIBILITIES ARE:**

- ✓ Communicate with Dock Leader as Needed.
- ✓ Assemble at warning for help with docks, boat tying etc.
- ✓ Wear PFD at all times while on docks and line gloves when necessary.
- ✓ Carry a knife, flashlight, and sound device.
- ✓ Carry VHF and monitor channel 5 if available.
- ✓ Perform required tying and retying of boats as needed.
- ✓ Help marina residents when safe and possible.
- ✓ Report unsafe or problematic conditions to Dock Leader.

### **MARINA OPERATIONS CENTER (SHIP STORE)**

- ✓ Stock Flashlights, batteries, dock lines, water, first aid supplies and additional items as necessary
- ✓ Provide weather information during season with 24 hour coverage at Hurricane Warning
- ✓ Setup OC for Dock Leaders, volunteers and residents (Channel 5)
- ✓ Setup First Aid Station for minor medical emergencies.
- ✓ Prepare Marina vehicle for hospital transport.



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## WHEN UNDER A HURRICANE WATCH

- Get updated Hurricane information. During a Hurricane there are two basic ways to get updated information about the advisories or evacuation orders. The Coast Guard via VHF Channel 16 will announce that an advisory or hurricane update will be transmitted on Channel 22. Information can also be obtained through the Manatee County Home Page [www.co.manatee.fl.us](http://www.co.manatee.fl.us). Once the EOC has been activated, the county's homepage is then transferred over to the EOC to place vital information about the approaching Hurricane, advisories, available shelters and evacuation orders.
- Secure vessel with a minimum of 12 lines, Fasten lines to pilings and the main beam of the dock, using cleats only as necessary. Make sure the boat is centered within the slip. Ensure that the dock lines are tied so they can be tended to from the docks. RPM retains the option to secure any vessel as necessary, at the owner's expense.
- Remove & store dinghies and secure all canvas, bimini tops, awnings, sails, outboard motors, ladders, grills and any other items not securely fastened to the vessel.
- Remove everything from the docks. Nothing should be on the docks or finger piers except the marina supplied dock box. Verify the dock box is secure and locked.
- Charge batteries for automatic bilge pumps and drain the bilge.
- Keep battery operated radio or alternate in case of marina power outages or shut-off.
- Keep a flashlight, with extra batteries.
- Keep fuel tanks and water tanks full.
- Pump out the holding tank.
- Enhance watertight integrity above and below the waterline – seal windows, doors, hatches (duct tape will work). Shut sea cocks, cap off or plug unvalved through-hull fittings such as sink drains. Clear cockpit drains.
- Remove valuables and electronics from boat.



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## **WHEN UNDER A HURRICANE WARNING**

A Hurricane warning indicates that sustained winds of at least 64 knots (74 mph) are expected within 24 hours. Once this warning has been issued, you and your family should be in the process of completing proactive action and moving toward the safest location available during the storm.

RPM will shut down operations to the public upon the issuance of a Hurricane Warning or 24 hours prior to expected landfall (whichever comes first). At this time vessels requiring special berthing arrangements within the Marina will have to be moved. All vessel owners should be off their vessels at this time. If a significant storm surge is expected, electrical service and water to the piers will be shut down.

### **All vessel protection and securing should be completed with a final check of mooring lines.**

- Verify removal of all loose items from deck.
- Prepare vessel to be without marina services for several days.

### **Regatta Pointe Marina will be performing the following:**

- All Dock Carts and loose item around the Marina will be secured and locked up.
- All equipment & furniture around the pool and property will be secured.
- All doors will be secured and locked where appropriate.
- All docks will be walked and verified that no hazards exist to include any lines crossing docks or walkways.
- All docks will be walked and verified that there are no loose items.
- The West Bath House will be pumped out and locked down as required by Department of Environmental Protection.
- The electricity to the docks may be turned off as required by the Manatee EOC or the Marina OC.
- The River House will be locked down.



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## HURRICANE PREPARATION (RPM CREW)

- **CUSTOMER CONTACT:** Ensure that all customer emergency contact information is up to date and entered into RPM database and placed in Customer File; collect e-mail contact information if available.
- **GENERATORS:** Check all generators for proper operation (change oil, test batteries, start & run, run under load, ensure plug-in receptacles in good working order.
- **EMPLOYEE CONTACT:** Update Employee Contact List; ensure all Crew have copy & understand procedures for calling in/reporting to work post-hurricane.
- **FACILITY INSPECTION:** Harbour Master conducts complete facility inspection no less than weekly to ensure piers and docks are free from clutter; initiates and directs the removal of all excess gear and equipment from docks.
- **HURRICANE PLAN:** Print & distribute to all Crew at all facilities; ensure that all Crew is Familiar with plan and facility preparation/response procedures and location of equipment and supplies.
- **SUPPLIES:** Ensure adequate supplies of tools, equipment, etc. to deal with preparation and recovery are on-hand at each facility (dock lines, batteries/radios, gas/diesel, rain gear, bottled water).
- **WORK VESSELS:** All marina work vessels in good working order; dock lines and safety equipment on-board; fuel topped off; bilge pumps operational & generator operational. Ensure Crew understands evacuation plan & individual responsibilities.
- **VEHICLES:** All RPM vehicles (including vehicles, forklifts, tractors, lift, gator) in good working order; fuel maintained & topped off; Crew at each facility understands procedures for relocating/securing rolling stock to safe area inside Interstate Industrial buildings.



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## **RETURNING TO RPM**

*Regatta Pointe Marina will be reopened and available to its Crew, Tenants, & Boaters only after clearance from the proper authorities. At that time, RPM will request that everyone check in with RPM Crew. Please alert Marina Crew to any hazards that you may encounter.*