



## **ADVERSE WEATHER POLICY- V1**

Approved 5/22/2013

### **HURRICANE PREPAREDNESS POLICY:**

#### **1. POLICY**

It will be the policy of the Marina at St. James Plantation Owners' Association Inc. (MOA) to make every reasonable effort to safeguard and protect all life and property within the Marina and affiliated areas.

The Dock Master, under the direction of the MOA Board of Directors will meet with designated members of the MOA Board, the MOA Weather Policy committee, TOWN OF ST. JAMES(TOSJ) representatives, ST JAMES PROPERTY OWNERS' ASSOCIATION(POA) Administrator and Emergency Management Services representatives to plan for storm preparation activities. These preparations will start with an annual planning assessment and initiate the action plan when a storm is within 72 hours of affecting this area. This will be deemed ALERT LEVEL I.

Upon reaching Alert Level III, all work will be directed towards preparing for the storm and all other Marina activities will cease, except for emergency situations that may result in endangerment to the Marina Owners' property if not performed.

The Mayor of the Town of St. James has the authority to issue a voluntary or mandatory evacuation order. The Dock master shall order an evacuation of staff and Marina occupants consistent with the Town's orders.



## **2. RESPONSIBILITIES: DOCK MASTER AND STAFF**

- The St. James Marina Dock master and staff will be responsible for implementing the Hurricane Preparedness Plan under the authorization of the MOA Board of Directors. Their authorization will be to execute all plans and procedures that are outlined in the following to preserve life and property of the MOA's owners & lessees.
- It will be the responsibility of the Dock Master to ensure that all administrative documents pertaining to this policy are maintained and updated as frequently as changes dictate.
- It will be the responsibility of the Dock Master to distribute this policy to all slip owners and/or tenants once when this policy is initiated, and subsequently to new owners/tenants as may be necessary. This may be accomplished using written copy or internet access. It will also be necessary to issue notification when substantive changes are made to this policy.

## **RESPONSIBILITIES: MOA BOARD OF DIRECTORS**

- It is the responsibility of the MOA Board of Directors to review this policy annually, and make modifications as necessary.
- It is the responsibility of the MOA Board to establish contracts with companies to perform recovery work should there be damage during a storm, and to review all contracts annually. Make sure that contract specifies a response time once notified, an agreed payment-for-services method, hauling away of debris from damage and any pertinent covenants to assure that recovery/repair work is initiated and completed quickly.
- The MOA will ensure that all required emergency, preparation and recovery equipment is provided to the Dock Master.
- The MOA will be responsible for initiating a "Good Samaritan" policy and providing direction to the Dock Master for the use of vacant slips to moor transient vessels.



### **3. PROCEDURES-NOTIFICATION**

#### **MANAGEMENT AND GOVERNMENT AGENCY NOTIFICATION:**

- All Marina Management, MOA Board of Directors, TOSJ Town Council officials, MOA Adverse Weather Committee and the TOSJ Emergency Management committee will be notified when the Marina Management staff initiates Adverse Weather (Hurricane) preparation activities.
- All contact information may be sent via the TOSJ “Blast” phone and e-mail systems, but data must be registered.
- TELEPHONE LIST: (See addendum for telephone list)
- E-MAIL LISTING: (See addendum for address list)

#### **MARINA OWNERS NOTIFICATION:**

- A general broadcast procedure will be developed by the Dock Master/MOA to notify all property owners who have registered their contact information, (wet slip, dry slip and Condo) about the impending storm, along with recommendations for securing their property.
- After receiving notice of an impending storm, an owner/occupant will have 2 hours to respond with notice of their ability to secure their property, by calling 910.253.0463.
- **Owners are responsible for securing their property according to the Marina Management’s recommendation.** Once an owner has secured their property, the staff will check it for compliance with the MOA recommendations consistent with the policy to protect all life and property.



#### **4. PROCEDURES-STORM PREPARATION**

##### **HURRICANE PREPAREDNESS: PRE-SEASON PLANNING**

- Update all computer and written records, including a list of key staff, phone numbers, e-mail addresses, list of slip owners and occupants and assignments of staff.
- Review existing Adverse Weather procedures and update with any recommendations to the Board of Directors and MOA Adverse Weather Committee. Make modifications to procedures with approval of MOA Board.
- Make an annual contingency plan to enlist the assistance of non-staff personnel when time is of the essence or staff may not be available. It is recommended that a directory of volunteers be developed.
- Make sure that critical management, staff and committee personnel has current credentials that will permit reentry after the storm. This is given at the County's Emergency Management Department, Building "C", and will be particularly important for participation in recovery activities.
- Schedule an annual preparedness training schedule, including simulation if possible, with the cooperation of the POA, TOSJ, Emergency Management Committee, MOA Board and Adverse Weather Committee.
- Review records for any waivers that the MOA Board requires of slip owners and occupants. Ensure that these documents are current with all owners/occupants. These waivers typically will be of such a nature as to grant express permission for Marina Staff to board vessels to obtain sufficient lines or equipment to ensure that said vessel can be secured as best as possible to prevent damage to it or other vessels and marina property.
- Develop documents that describe the recommended methods for securing vessels against high winds and water. Distribute this information via e-mail, THE MARINA AT ST. JAMES WEBSITE [www.Marinaatstjames.com](http://www.Marinaatstjames.com) and/or printed versions. If owners adhere to recommendations, it may alleviate the work load on our staff.
- Survey all facilities and equipment. Video or take pictures of each and secure with other documentation.



- Plan a staging area for staff outside of gate for use after the storm if travel to Marina is restricted.
- Develop a list of vessel recovery, salvage and/or repair facilities for use after the storm.

## **HURRICANE PREPAREDNESS-ALERT LEVEL I - (72 hours prior)**

### **OFFICE PREPARATION: DOCK MASTER & MARINA STAFF**

- This alert level will commence when the National Weather Service data shows that St. James Marina to be in the cone of probability for the storm to make landfall, or the TOSJ Emergency Management issues an alert. Sometimes the location of a storm in the North Atlantic Ocean may dictate that storm preparations begin prior to knowing this cone of probable landfall. Since storms may be unpredictable with rapid movement, every effort should be made to initiate preparations 72 hours prior to expected landfall.
- The Dock Master will be responsible for the initiation of ALERT LEVEL I, and must inform the MOA Board, Weather Committee and TOSJ, POA and Emergency Management departments. It is recommended that a blast e-mail be sent to all above named parties, including slip owners and occupants. Slip owners/occupants may also get up-to-date access of this information at the Marina Website -[www.Marinaatstjames.com](http://www.Marinaatstjames.com). This notification will notify each party of the Marina's policies in adverse weather conditions.
- Dock Master will initiate frequent monitoring of NOAA and/or TOSJ Emergency Management weather reports.
- The Dock Master's office telephone and VHF equipment will be staffed until an evacuation directive is ordered. This monitoring will provide effective communication with all clients, management and emergency personnel.
- Back-up all computer records and pertinent documents and placed in a secure location.
- All non-essential deliveries for materials and stock will be postponed until it is safe to resume.
- All administrative reports are to be processed and completed.
- Contacts of staff and volunteers are to be commenced. Coordination of personnel and assignments will begin.



- Any construction or contractor activities are to be completed or performed to a safe stopping point that would permit resumption of activity after the storm.
- Any contractors that may be needed for post-storm clean up or repair are to be contacted and scheduled.
- A base of operations will be set up by the Dock Master and communicated to all affected parties.
- Purchase extra batteries, non-perishable food and water for any personnel that may stay during the storm.
- Get enough ready cash for the post-storm clean-up.
- Confirm insurance coverage and secure policies. This should be completed by a MOA Board Member.
- Review evacuation Plan, and communicate it to all essential personnel. Establish an “outside the area” contact person and communication methodologies in case normal lines of communication are not functional.
- Review recovery Plan. A post-storm, reentry and clean-up plan will be communicated to all affected parties, including staff, TOSJ Emergency Management, volunteers, clean-up and recovery contractors.
- Order a 600 ft spool of dock line with a minimum diameter of 0.5 in.
- Ensure the availability of an emergency generator, submersible pumps, plastic sheeting, repair tool kit including saws and cutting tools, spill containment gear, emergency lanterns and batteries, plywood and anchors for windows, duct tape and first aid kits.

#### **FIELD PREPARATIONS: MARINA STAFF**

- Fill fuel tanks (gasoline and diesel) in Marina’s storage facilities.
- Begin the Removing (haul) and/or securing small vessels that fit into the dry storage.
- Ensure the removal of all small vessels (dinghies, kayaks, canoes, etc.)
- Ensure that all loose equipment is stowed, secured or removed from the vessel. Includes all steps, life rings, chairs, fender boards and spare fuel tanks.
- Remove all canvas enclosures unless it is certain that canvas can be secured.
- Secure or remove all loose items left on dock, including water hoses. Store these in a safe place.



- **Place plastic ties on all dock storage boxes.**
- **Secure trash bins (store & tie down inside utility box).**
- **Pick up loose boards etc. in marina area.**
- **Secure all outside light fixtures.**
- **Secure lid to pump-out station.**
- **Remove all flags.**
- **Secure exterior signs.**
- **Inspect/clean gutter drains on dry storage building.**
- **Stow life rings.**
- **Remove E-dock water hoses & secure inside building.**
- **Secure fire extinguisher covers with rubber straps.**
- **Secure potted plants and deck furniture**
- **Secure fuel dispenser nozzles.**
- **Remove/secure all other items that can be blown. (signs, trash cans, tables, chairs, flags, etc.)**
- **Fill fuel tanks of all Marina vehicles including forklifts and staff vehicles.**
- **Begin securing of all wet slip vessels per the recommended methods of tying lines and securing property per Marina staff recommendations.**



## **HURRICANE PREPARATION- ALERT LEVEL II (48-24 hours prior to storm)**

### **OFFICE PREPARATION: MARINA STAFF**

- Monitor NOAA and TOSJ Emergency Management for storm track.
- Remove cash from cash register.
- Make video of facilities using a camera that has a “date” function. Take still pictures where video is not available.
- Determine the availability of essential staff for Alert III and recovery. Make plans to assure their safety with access across Polly-Gully Bridge during flooding as a consideration.
- Make sure computer records are backed-up and secure. Secure all important documents.
- Test contact system for “outside the area” contacts.
- Contact Emergency Management services to provide for evacuation of transient vessel occupants. A “Special Needs” transportation system will be utilized.
- Provide all personnel with the contact phone, e-mail, etc. for the “out of area” contact.
- Give instructions to staff for post-storm activities and reentry. Contact TOSJ Emergency Management for assistance in returning key staff, including providing an approximate time for their return.
- Designate staff to stay or evacuate per the impending risk of harm. Identify the place where personnel will stay.





- Create a list of vessels that required additional equipment supplied by the Marina. Initiate the billing process prior to shutting down computers.

#### **FIELD PREPARATION:**

- Remove all boats from work racks.
- Store all Dry stack boats inside.
- Continue to secure vessels in wet slips.
- Remove all vessels moored to the fuel dock or transient docks. (According to the Good Samaritan policy).
- Make any adjustments to floating docks based on an expected tidal surge.
- Shut off fuel tanks.
- Tape windows if necessary or secure from blowing debris.

### **HURRICANE PREPARATION- ALERT LEVEL III (24-0 HOURS PRIOR)**

#### **OFFICE PREPARATIONS: MARINA STAFF**

- Review recovery/re-entry plan and make all contacts to verify procedures, including all MOA, POA, TOSJ & Emergency Management Departments.
- Double check list of requirements performed during alert level I & II.
- Set up answering machine with instructions for contact over the next 48 hours for staff and owners. Provide instruction for post-storm activities and return estimates.
- Notify Coast Guard if Marina is evacuated.

#### **FIELD PREPARATIONS: MARINA STAFF**

- Shut off water and electricity to docks. Secure or stow all water or electrical lines not secured.
- Disconnect fuel lines between tanks and dock. (gas & Diesel)
- Secure EZ-GO golf cart.



- Put fork-lifts in Dry-storage building
- Secure outside work racks. Tie together.
- Secure Dry storage building. Lock and tie up doors.
- Make final inspections of all facilities. Re-tie lines, if necessary.
- Brace doors and windows against wind and lock up.
- Secure all access points to the Marina's Property and Parking lot. Enlist help of POA Security.
- Secure Marina from all non-essential traffic. Coordinate with TOSJ Emergency Management or POA Security.
- Make final inspection of facilities, vessels and docks.
- If winds pick up beyond 39 mph, staff must wear personal floatation devices while on the docks.
- It is the discretion of the Dock Master to order staff and clients to seek the safety of a secure shelter when high winds are occurring. Stay off of docks. No attempts should be made to secure a loose vessel.
- Ensure all persons are evacuated from docks & vessels.

### **RE-ENTRY/RECOVERY PHASE:**

#### **OFFICE ACTIVITIES: MARINA STAFF**

- Monitor NOAA and TOSJ Emergency Management reports for weather and damage assessments.
- Contact TOSJ Emergency Management or MOA WEBSITE for a decision when it is safe to re-enter the Marina area. This applies to all staff and owners.
- Communicate re-entry information to staff. Give special attention of things to beware of: (snakes, alligators, down power lines, wet electronic equipment, leaking gas or fuel. Coordinate actual re-entry with Emergency Management and MOA. Access may be restricted due to fallen trees and debris.
- If access is restricted, organize parking and pick-up for staff at a site outside of gate at pre-determined staging area.
- Coordinate utility restoration and evaluation of service equipment.
- Complete a comprehensive survey of the Marina facility, equipment inventory and ancillary areas for damage.



- **Make video or dated photo record of damage to Marina area.**
- **Review contracts that were agreed to previously. Contact and coordinate recovery contractors and activities.**
- **Order repair supplies, water, food, etc.**
- **Restart computers once power is restored.**
- **File a brief report on damage with the MOA Board and respective committees.**
- **If marina has not sustained significant damage and can accept vessels, notify Coast Guard and other Marinas of SJ Marina's ability to accept additional vessels or need for salvage activities.**
- **Notify slip owners and/or occupants of the degree of damage and an estimate of when it will be safe to return. A blast e-mail through the TOSJ system and MOA Website at [www.Marinaatstjames.com](http://www.Marinaatstjames.com) will be used for communication since the Dock Master's phone may not be available to answer client's queries. The TOSJ will also have a phone message on [910-253-0949](tel:910-253-0949) with information about returning to the community.**
- **Investigate vessel recovery/repair facilities for client referrals.**
- **Control news media access. No news reports are best. The Dock Master or MOA Board member are the only representatives authorized to make comments to news media.**
- **The Dock Master will control dock access during recovery. Contact EMERGENCY MANAGEMENT or MOA for any assistance controlling conflicts between returning owners, recovery teams, or recovery activities.**
- **Print out list of slip owners/occupants who will be allowed back on the docks. Record date, time and who has returned to their property and may be on docks or in damage area.**
- **All returning clients (slip owners or occupants) should first get information on the MOA WEBSITE at [www.Marinaatstjames.com](http://www.Marinaatstjames.com) for a report on any damage and directions for returning to your MOA property. The TOSJ will have a phone dedicated with information when it is safe to return to your property. That number is [910-253-0949](tel:910-253-0949). When returning after a storm, the client (slip owner/occupant) must first check in with Dock Master's office for any instructions or precautions prior to going to their property. It is important to comply with this policy to ensure safety of staff, recovery teams and clients. It is also important for the Dock Master/staff to know who is on the property during this time of an emergency.**



### **FIELD ACTIVITIES: MARINA STAFF**

- **Initiate clean-up & repair activities. The Dock Master will determine priorities.**
- **Estimate damages & prepare a written assessment.**
- **Contact any vessel owners whose property incurred damage, with a status report of that damage.**
- **Adjust vessel lines according to need.**
- **Identify a location to place all recovered personal property that cannot be identified to a particular dock or vessel.**
- **Assist client-owners with information for recovery/repair contacts.**
- **Secure the Marina area. Once clean-up is complete, begin replacing life rings, furniture, equipment, signs, etc.**

### **ALERT LEVEL DEFINITIONS:**

#### **ALERT LEVEL I**

- **Hurricane force winds expected within 72 hours.**

#### **ALERT LEVEL II**

- **Hurricane force winds expected within 48 hours.**



### **ALERT LEVEL III**

- Hurricane force winds expected within 24 hours.

### **ELECTRICAL STORM POLICY**

#### **POLICY:**

**IT WILL BE THE POLICY OF THE ST. JAMES MARINA OWNERS' ASSOCIATION TO MAKE EVERY REASONABLE EFFORT TO PROTECT ALL LIFE AND PROPERTY WITHIN THE MARINA AND AFFILIATED AREAS.**

#### **PROCEDURES DURING ACTIVE ELECTRICAL STORMS:**

- The staff will move the forklift equipment inside during the threat of lightening.



- Staff will not conduct small boat recovery activities during an active thunderstorm. Therefore, it is the responsibility of the boat owner to monitor weather reports and return to port allowing for ample time to moor and/or have your vessel removed to the dry stack.
- There will not be any fuel service during an active electrical storm. Staff will be in a safe structure until any threat of lightning strike has passed the Marina area.
- Staff will continue to monitor VHF equipment to give any direction.

#### **PLANNING RECOMMENDATIONS:**

- Since the vessel staging area may be full when you return during a thunderstorm storm, you should monitor weather reports and allow ample time for return and to safely disembark to seek shelter prior to the storm's arrival.
- The management staff does not recommend being on a vessel or on the docks during an active thunderstorm.

#### **OWNER/OCCUPANT RESPONSIBILITIES:SECURING PROPERTY**

Ultimately it is the owners' or slip occupants' responsibility to ensure that their vessel and property is secure consistent with the MOA policy of safeguarding life and property in the marina during storms.

#### **RECOMMENDATIONS:**

**IT IS RECOMMENDED THAT OWNER/OCCUPANTS WEAR A PERSONAL FLOATATION DEVICE WHEN GOING ONTO DOCKS TO SECURE THEIR VESSELS AND PROPERTY WHEN UNDER AN ALERT LEVEL I STORM WATCH. AT THIS LEVEL WINDS ARE EXPECTED TO BE STRONG ENOUGH TO CREATE DANGER TO PERSONS ALONG OPEN WATERS.**

- **Begin securing of all wet slip vessels per the recommended methods of tying lines and securing property per Marina staff recommendations as follows:**



- **Tie 6 lines of 0.5 inch diameter or greater.** It is recommended that each boat slip occupant stow 6 additional lines on board where they can be accessed by Marina staff if existing lines are insufficient. If staff has to furnish additional lines, the slip occupant will be billed accordingly.
- **It is recommended that all lines be doubled and chafing gear be placed** where lines touch each other or the chock. (chocks, cross lines, deck edges, etc.). Lines wrapped in old fire hose material may be good against chafing.
- **Tie fenders on both sides of vessel.** Consider using oversized fenders and/or poly balls
- **Stow an anchor in accessible place** in case Marina staff will need to place it. Two anchors on board, each with 300 ft of line is recommended. If anchors are needed, set anchors appropriately.
- **Remove all sails and canvas.** If removal is not possible, secure same with lines from the top of the mast down. A blow out of the headsail will cause the boat to heel over with the possibility of the mast causing damage to other vessels.
- **Secure the metal frames for Bimini tops.**
- **Moor all boats in slip with stern towards dock.** This allows more room for the vessel to move side-to-side without hitting pilings, and allows more scope on lines. Moor vessel as far away from the dock as possible. There should be a minimum of 2 ft clearance between a vessel, including the swim platform, and dock or piling during the period when no wind is blowing, as lines will stretch in the wind. **Marina staff may not have time to assist the re-positioning of vessels.**
- Do not use “Eye Splices” to secure lines to cleats. Eye splices cannot be adjusted.
- Lines tied to the floating dock should be TAUT. Bow lines should be tied to pilings at the expected mid-range of the tide with sufficient slack to keep vessel off of pilings in both directions. The use of “Tideminder” devices is preferable.
- **Do Not “spider web”** lines across docks to adjoining slips. This makes patrolling the docks dangerous to Marina staff, especially if power is out.
- Tie the tail-end of a line to another cleat rather than roll it up. This can be a back-up if the primary cleat fails. Do not run tail-end across dock to another slip as this may present danger to staff. Spread the load from any single wind direction among multiple cleats and pilings.
- Secure or Remove all small vessels (dinghies, kayaks, canoes, etc.) from large vessels. Store in safe place.
- Ensure that all loose equipment is stowed, secured or removed from the vessel. This includes all steps, life rings, chairs, fender boards, spare fuel tanks.



- Remove all canvas enclosures unless it is certain that canvas can be secured with duct tape and poly. Use latter to cover electronics.
- Secure or remove all loose items left on dock, including water hoses. Stow these in a safe place.
- Shut off fuel tanks.
- Remove and safely stow electrical lines when ALERT LEVEL III is reached(24 hours prior to storm)
- Turn batteries on. Electrical Power to docks may be shut off.
- Leave auto-bilge pump on.
- Ensure that any occupants on board of vessels are evacuated to safety.
- Owners should check openings to ensure vessel is water-tight.

#### **RE-ENTRY/RECOVERY PHASE: (OWNERS/OCCUPANTS)**

- All returning clients (slip owners or occupants) should first get information on the MOA WEBSITE, at [www.Marinaatstjames.com](http://www.Marinaatstjames.com) for a report on any damage and directions for returning to your MOA property. The TOSJ will have a phone dedicated with information for when it is safe to return to your property. That number is **910-253-0949**. This phone number may also provide reports from the damage assessment team. During your planning phase, you can register for the **FIRST CALL INTERACTIVE NETWORK** provided through Brunswick County. To register, call **910-253-7454**.
- The TOSJ Emergency Management Officials will make the decision when it is safe to return. It will be imperative to contact them first before attempting to return. If this information is not available at the TOSJ phone (above), TOSJ WEBSITE or MOA WEBSITE, you can contact St. James Security at **910-253-7177**. Access back into St. James may be restricted until safety can be ensured. Plan accordingly.
- When returning after a storm, the client (slip owner/occupant) must first register with the Dock Master's office for any instructions or precautions prior to going to their property. It is important to comply with this policy to ensure the safety of the Marina staff, recovery teams and clients. It is also important for the Dock Master/staff to know who is on the property during this time of an emergency and recovery.





### **IMPORTANT CONTACT INFORMATION:**

- **TOSJ/EMERGENCY MANAGEMENT:** Phone- 910.253.0949.  
Website- [www.townofstjamesnc.org](http://www.townofstjamesnc.org)
  
- **MARINA OWNERS' ASSOCIATION:** Phone- 910.253.0463  
Website- [www.marinaatstjames.com](http://www.marinaatstjames.com)
  
- **BRUNSWICK COUNTY:**  
Phone:- 910.253.5383 (Emergency Management)  
  
Website- [www.brunswickes.com](http://www.brunswickes.com)  
  
Twitter- brunscoes  
  
First Call Interactive Network: 910.253.7454 (Must pre-register)
  
- **COAST GUARD:**  
Phone- 910.278.1133 or 910.278.1144



## **EMERGENCY CONTACT INFORMATION**

**SLIP OWNER NAME:** \_\_\_\_\_

**SLIP OWNER ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**SLIP OWNER PHONE:** \_\_\_\_\_ **CELL** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**TENANT NAME:** \_\_\_\_\_

**TENANT ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TENANT PHONE:** \_\_\_\_\_ **CELL** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**By signing this document, you acknowledge the information that you provide is correct and that you have received this policy. You also authorize the Marina staff to use their best judgment and efforts to secure your property in your absence, including boarding your vessel to secure it or obtain additional lines.**

**SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_

