

Appendix B

Mooring Field Management Plan

VESSUP BAY and MULLER BAY MOORING FIELD

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Name: **Vessup Bay and Muller Bay Managed Mooring Field**
Address:
Phone:
Fax:
E-mail:

Latitude:
Longitude:
Water Body:
Permit No.:

Facilities:

Muller Bay Mooring Balls:	72
Dinghy Dock Muller Bay:	
Vessup Bay Mooring Balls:	14
Dinghy Dock Vessup Bay:	
Pumpout Station in Marina Fuel Dock	
Shower Bathroom Suites (#):	xxx
Dedicated Restrooms (#):	xxx
Washers and Dryers:	xxx

1 Intent of Management Plan

It is the intent of this Management Plan is to identify key management and environmental issues for the Managed Mooring Field. It is the stated purpose of this project is to provide a Managed Mooring Field with amenities to accommodate the needs of as many responsible boaters as possible, while providing protection to swimmers and sensitive benthic habitats, and improving water quality and navigation safety.

The Managed Mooring Field is comprised of two mooring field areas (Vessup Bay and Muller Bay), as well as dinghy docks, access to pumpout services, upland amenities / supporting services, and management office.

All the moorings will be available for rent to the public on a first-come, first-served basis. Some moorings may be reserved for short-term rentals (transients and seasonal users), while others will be available for long-term rent (annual contracts), as defined in section 5.1.

This plan may be modified and changed as needed to address new environmental issues or regulations and to improve services and operational efficiency, as deemed necessary by the management.

These rules shall apply to any **vessel, its owner(s), crew, and guests** entering the Managed Mooring Field. Failure to comply with these rules shall be a violation of rules established in the plan and be sufficient for ejection from the Managed Mooring Field.

2 Managed Mooring Field Rules

2.1 Authority

The primary designee shall be the **Mooring Field Manager**, or other employee designated by the Marina Owner.

The Mooring Field Manager has the right to assign moorings. No vessel shall occupy any mooring without the approval of the Mooring Field Manager.

Subleasing of moorings or transfer of vessels from one mooring to another without the approval of the Mooring Field Manager is prohibited. Tenants wishing to transfer their boat to a mooring other than the one assigned shall obtain the prior authorization of the Mooring Field Manager and complete the required forms to be obtained in the management office. The Mooring Field Manager may move any vessel from the assigned mooring to any other one at its sole discretion.

Any violation of these rules may void the lease agreement for use of the mooring and may result in the ejection of the vessel, as well as the forfeiture of any part or all the security deposit, if deemed appropriate, at the sole discretion of the Mooring Field Manager. The decision or interpretation of these rules shall be the responsibility of the Mooring Field Manager.

The Mooring Field Manager is responsible for environmental compliance and implementation of Territorial environmental policy applicable to the use of this area, permit special conditions, and rules set forth in this plan. The Mooring Field Manager has authority to enforce compliance of this plan by vessel, its owner(s), crew, and guests.

2.2 Operational vessels only allowed.

Only vessels that are deemed to be in compliance with the United States Coast Guard regulations and safety standards shall be allowed within the Mooring Field.

Only vessels in good operational condition, capable of maneuvering under their own power, and with current registration and acceptable documentation, shall be allowed within the Mooring Field. The decision of whether a vessel is considered to be in good operational condition capable of maneuvering under its own power shall be the sole discretion of the Mooring Field Manager.

Vessels without integral mechanical power for propulsion, excluding dinghies, are not allowed to remain in the Mooring Field unless approved by the Mooring Field Manager.

2.3 Equipment requirements for vessels.

All vessels should have a dinghy or other small craft as an alternative method of conveyance to enable access to the dinghy dock and Mooring Field Manager's office. Absent this, the vessel owner shall communicate the absence of a dinghy to the Mooring Field Manager. The lack of such a dinghy shall not be cause to refuse the rental of a mooring.

The Mooring Field Manager may allow the use of a dinghy for the vessel occupants to access the upland property if such a dinghy is available and on the condition that the use of that dinghy is and remains at the sole risk of the user.

It is the sole responsibility of vessel occupants to provide their own conveyance to the upland facilities. Under no circumstances is the Managed Mooring Field responsible for owning, operating, or maintaining a dinghy for the exclusive use of mooring patrons.

2.4 Mooring of vessels.

The Managed Mooring Field will accommodate a maximum of 86 vessels, excluding any dinghies that may be attached to parent vessels.

All vessels moored in the Managed Mooring Field must register at the management office or by telephone within twelve (12) hours of arrival. The method of mooring of vessels at each mooring shall be by tying the vessels to the bow only. No vessel shall be moored to the buoys at the stern. Rafting or mooring of more than one vessel to any buoy is **prohibited** without the prior approval of the Mooring Field Manager. Tying up to two moorings is **prohibited** without the prior approval of the Mooring Field Manager.

2.5 Abandonment of vessels.

If a vessel is left unregistered with the Managed Mooring Field Manager and unattended for more than twenty-four (24) continuous hours without the express approval of the Mooring Field Manager, the boat shall be considered abandoned. If any boat is abandoned, it may be placed in a secure location or commercial marina for storage for thirty (30) days, during which time the Mooring Field Manager shall make a reasonable, diligent effort to locate the vessel owner. If it is not reclaimed by that time, the vessel shall be sold at fair market value to cover the cost of unpaid rental fees, relocation, as well as any fees due for storage. If the vessel is reclaimed by the owner, all fees associated with the impoundment of the vessel shall be the responsibility of the vessel owner.

2.6 Placement of anchors.

There shall be no dropping of anchors from any vessel within the Managed Mooring Field area boundaries. All vessels shall utilize the mooring mechanism provided by the Managed Mooring Field.

It shall be considered unlawful for any unauthorized person to place a mooring anchor or device in the Managed Mooring Field area without prior consent from the Mooring Field Manager. This includes devices for dinghies.

2.7 Use of dinghy dock.

The dinghy dock is for the exclusive use of dinghies, not vessels, and the only place where dinghies are allowed to tie in this facility. Dinghies are not to be moored or pulled ashore for any reason. No dinghy may use any other dock of the Marina under any circumstance without specific permission from the Mooring Field Manager.

Use of the dinghy dock is restricted to Mooring Field tenants for such reasonable time limits to be established by the Mooring Field Manager. No dinghy shall be left at the dinghy dock for more than twenty-four (24) continuous hours without the prior permission of the Mooring Field Manager.

2.8 Vessel fueling.

Fueling of vessels within the Managed Mooring Field or at the dinghy dock is **prohibited**. Vessel fueling is permitted only at the Marina fuel dock or other designated fueling station.

3 Responsibilities of Tenants

3.1 Liability of Owner or designee for use of the Managed Mooring Field.

The Managed Mooring Field and its designated personnel assume absolutely no responsibility for personal possessions, any vessel, dinghy, or their contents or use while said vessels are located within the Managed Mooring Field area or its facilities.

3.2 Safe operation of vessels within the Managed Mooring Field.

Reckless operation of any vessel, including any recreational vessels or dinghies, when in the judgment of the Mooring Field Manager it is an endangerment to life, property, or other vessels, shall be grounds for immediate ejection from the Managed Mooring Field.

3.3 Use of sewage pumpout facilities.

Upon entering the Mooring Field, all vessels with **Type III Marine Sanitation Devices (MSDs)** shall secure their sewage holding tanks, which must be emptied into the sewage pumpout facilities at the Marina upon arrival, or as soon as reasonably practical as determined by the Mooring Field Manager, and no later than within twenty-four (24) hours after arrival.

Absolutely no discharge of sewage in any area within the Managed Mooring Field or other surrounding waters shall be allowed except at the pumpout station, a pumpout vessel provided by the Mooring Field or approved by the Mooring Field Manager, or other approved pumpout station.

The Mooring Field Manager is authorized to utilize dye tab testing to ensure the compliance with this Management Plan.

All vessels with live-aboard occupants will be required to have their tanks pumped out not less than every seven (7) days without fail. The Mooring Field Manager shall maintain a log of all pumpouts performed by staff, and the log will be made available to authorities for inspection, as required.

Type III MSD holding tanks shall be properly configured to prohibit discharge of sewage as designed to meet Coast Guard Regulation 33 CFR 159. Types I and II MSDs shall be made available for inspection to assure the system is treating wastewater as designed by the manufacturer to meet Coast Guard Regulation 33 CFR 159.121.

A pumpout service is available at the Marina Fuel Dock at **no additional charge for Managed Mooring Field tenants**. At the discretion of the Mooring Field Manager, a **pumpout vessel** may provide regularly scheduled pumpout services to vessels in the Managed Mooring Field. Tenants may be required to allow the pumpout by this service.

The rules under this section will be strictly enforced by the Mooring Field Manager and violations will result in the immediate ejection from the Managed Mooring Field, forfeiture of security deposit, and reporting to the environmental authorities.

3.4 Discharge of waste or any other materials

Discharge of any solid or liquid waste into the waters within the Managed Mooring Field is **prohibited**. Violators are subject to immediate ejection from the Managed Mooring Field, and the Mooring Field Manager will notify the appropriate authorities for enforcement action.

Garbage and recyclable goods from vessels moored at the Managed Mooring Field must be transported and deposited ashore in the designated receptacles provided at the Marina. Vessel owners shall contact the Mooring Field Manager regarding proper disposal of waste oil, rags, bilge socks, absorbents, anti-freeze, used fuel, and batteries. The Managed Mooring Field does not accept any hazardous waste or materials from tenants for disposal.

Grey water generally includes water from showers, laundry, and sinks. Tenants shall avoid the discharge of any nutrients, phosphates, or other pollutants from their boats into surrounding waters. To minimize discharges, all Managed Mooring Field users are urged to use the laundry and showers available at the upland support facilities.

3.5 Vessel cleaning.

Cleaning or washing vessels with detergents containing phosphates, chlorine, or petroleum distillates is prohibited within the Managed Mooring Field.

3.6 Repairs within the Managed Mooring Field.

Major repairs or refitting of vessels, including any activity that could result in the deposition of materials into the waterway or within the Managed Mooring Field area, is strictly prohibited. Minor repairs or mechanical adjustments may be conducted **only with prior approval of the Mooring Field Manager**. Boat hull scraping and painting are strictly prohibited.

Only authorized staff or their designees/contractors shall undertake and accomplish any repairs to docks, piers, moorings, or any other common area structures or appurtenances. Any unauthorized activity in violation of the above may result in ejection from the Managed Mooring Field and forfeiture of security deposit.

3.7 Conduct of tenants.

Tenants shall use discretion in using any sound-producing devices or machinery, not limited to televisions, radios, and stereos, so as not to create a nuisance to other tenants. Generators, blowers, drills, saws, or other noisy machinery shall not be operated between the hours of 7:00 p.m. and 9:00 a.m. Disorderly, boisterous, or rowdy conduct by a vessel owner, crew, or guests that disturbs the peace of other boat occupants in the Mooring Field shall be cause for ejection of the vessel from the Mooring Field.

3.8 Feeding wildlife.

It is **prohibited** for any vessel owner, crew, or guest to feed or leave food for any wildlife, particularly birds, fish or threatened or endangered species.

3.9 Non-tenant use of Managed Mooring Field.

It is prohibited for any non-tenant vessel to tie onto a mooring or buoy within the Managed Mooring Field without the prior authorization of the Mooring Field Manager.

3.10 Boarding by Law Enforcement personnel.

Vessel owner shall fully comply with the directions of the Managed Mooring Field Manager or law enforcement personnel. Further, any vessel within the Managed Mooring Field shall allow the Mooring Field Manager or law enforcement personnel full access to board or inspect their vessel, as necessary.

3.11 Emergency repairs in tenants' absence.

The tenant will be required to grant consent that in the event of an emergency, the Mooring Field Manager has the authority to have necessary repairs made as economically as possible. The emergency shall include, but not be limited to, the breakdown of a bilge, fuel, sewage pump, or other leak and chaffed or broken lines. The cost of these repairs, parts, and labor will be charged to the vessel owner and payable within twenty-four (24) hours of the vessels owner's return or as provided by the Mooring Field Manager.

3.12 Unauthorized departure of vessels.

It is unlawful for vessel owners to vacate their mooring stations without the permission of the Mooring Field Manager when said vessel has a delinquency in its account. The Mooring Field Manager has the right and authority to secure the vessel to prevent its removal until the delinquency is satisfactorily addressed. Additionally, as part of the leasing agreement, the vessel owner tenant shall grant a lien on the vessel for the cost of the unpaid fees or charges lawfully assessed by the Managed Mooring Field.

3.13 Use of parking lot.

Only parking facilities designated for the Mooring Field shall be used by vessel owners and guests. All vehicles must be operable and properly licensed and insured. All vehicles must be removed within twenty-four (24) hours after the vessel vacates the Mooring Field unless otherwise approved by the Mooring Field Manager.

The Marina upland area may include designated bicycle racks for use by Managed Mooring Field tenants. All bicycles must be kept only at the bicycle rack provided when not in use.

3.14 Reporting of fuel/oil spills.

Vessel owners shall contact the management office and USCG Sector San Juan - Marine Safety Detachment (MSD) St. Thomas (phone: 340-776-3497 Email: STTInspections@uscg.mil) when an oil/fuel spill is discovered. Oil-absorbent pads and containment booms are located at the management office and are available for deployment in the event of a spill. The use of detergents to break up oil spills is strictly prohibited.

4 **Amenities and Services**

4.1 Misuse of any amenity – grounds for ejection.

If any tenant, crew, or guest damages any property, equipment, or amenities due to neglect, misuse, failure to follow stated instructions, or vandalism, they shall be held responsible for the cost of repair and replacement, as well as any civil or criminal charges for the activity.

4.2 Use of upland laundry, restrooms, and showers.

Laundry facilities and showers designated for use by Managed Mooring Field tenants are provided. Restrooms will be provided for the convenience of tenants in the same upland area designed to support tenants and will be available in other parts of the Marina.

5 **Mooring Lease**

5.1 Mooring lease agreement.

All tenants of the Managed Mooring Field shall be required to execute a mooring lease agreement within twelve (12) hours of anchoring in the Managed Mooring Field.

Agreements shall include short- and long-term contracts, as established by the Mooring Field Manager. Categories may include daily (overnight to 1 week in length); weekly (7 to 30 days); monthly, seasonally and/or annually. Daily agreements require the tenant to report to the management office immediately upon arrival and execute a user lease agreement within 6 hours of arrival.

The agreement shall contain whatever reasonable language is deemed necessary by the Mooring Field Manager to enforce compliance with the provisions of this Management Plan.

5.2 Tenant information required.

The Mooring Field Manager shall obtain the name and address of the vessel owner or captain and, if appropriate, the name of all crew and guests aboard the vessel. The vessel operator shall provide the Mooring Field Manager with the name and telephone numbers at which they can be reached in the event of an emergency. Copies of the documentation of the vessel and vessel insurance may be obtained for the duration of the tenancy.

The Mooring Field Manager may decline to sign a lease agreement and not grant access to the Managed Mooring Field to users that who do not provide required information or to vessels that do not meet the requirements of this Management Plan.

5.3 Right to rent unoccupied moorings.

Vessel owners must notify the Mooring Field Manager of their approximate time of return before departure and twenty-four (24) hours prior to their return. The Mooring Field Manager reserves the right to lease any unoccupied mooring when an assigned vessel is absent for twenty-four (24) hours or more.

The Mooring Field Manager may lease or allocate the use of abandoned moorings or moorings with abandoned vessels at its discretion.

5.4 Existing Mooring Permits.

Vessels with current mooring or anchoring permits granted by the USVI Department of Planning and Natural Resources (DPNR) in compliance with V.I. Code tit. 25, § 405 (2019) within the boundaries of the Managed Mooring Field and its vicinity shall be granted the opportunity to become tenants of the Managed Mooring Field under the conditions set forth by DPNR for the transition period, unless terminated or discontinued by DPNR, in accordance with the Code or other applicable regulations. All vessels operating in the Managed Mooring Field shall comply with all requirements of this Management Plan, no matter their status.

Upon expiration of the pre-existing lawful permit, any special conditions established for the transition shall be voided, and the vessel owner shall sign a standard mooring lease agreement, or the vessel will be required to vacate the Managed Mooring Field.

6 **Hurricane Plan**

6.1 Evacuation requirement for storm events

All vessels shall evacuate the Managed Mooring Field at or before the time that a tropical storm warning is issued. Tenants shall be advised that mooring equipment provided in the Managed Mooring Field is not intended to withstand hurricane or tropical storm conditions, including associated wind, waves and/or storm surge. Tenants shall respond immediately to instructions of the Mooring Field Manager regarding the implementation of the hurricane evacuation plan.

All Managed Mooring Field tenants are solely and totally responsible for any and all damages to the mooring apparatus, Managed Mooring Field, Marina, other facilities, their vessel and personal property and other persons, vessels, or property caused by their failure to remove their vessels from the Managed Mooring Field in a timely fashion. It is the Tenant responsibility to plan and make accommodations for the evacuation of the Managed Mooring Field.

7 Managed Mooring Field Area

The **Vessup Bay and Muller Bay Managed Mooring Field** is authorized under an agreement for the use of the submerged land for this purpose.

The area boundary includes the over-water surface area of the Managed Mooring Field and the areas necessary for the dinghy dock and its operation.

7.1 Vessup Bay Mooring Field

	NORTHING (ft)	EASTING (ft)
POINT #1	837034.95	1205203.57
POINT #2	836635.49	1204623.02
POINT #3	836569.73	1204135.80
POINT #4	836761.30	1204057.97
POINT #5	836696.75	1203899.09
POINT #6	836367.41	1204037.73
POINT #7	836445.58	1204228.63
POINT #8	836505.52	1204697.92
POINT #9	836804.82	1205343.85

MOORING FIELD TOTAL AREA: 6.34 acres

7.2 Muller Bay Mooring Field

	NORTHING (FT)	EASTING (FT)
POINT #1	838266.69	1207382.87
POINT #2	837660.62	1206264.82
POINT #3	837129.70	1206568.54
POINT #4	836766.66	1207080.43
POINT #5	837241.01	1207947.76
POINT #6	837691.69	1208292.98

MOORING FIELD TOTAL AREA: 39.27 acres

7.3 Dinghy Docks

Appropriate water areas for the dinghy docks and other services provided by the Managed Mooring Field will be defined as part of the agreement.

This management plan is incorporated as part of the Coastal Zone Management permit and area use agreement.

Appendix B

Marina Hurricane Preparation Guidelines

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Name: Latitude 18 Marina
Address:
Phone:
Fax:
E-mail:

Latitude:
Longitude:
Water Body:
Permit No.:
SL Lease No.: _____

Hurricane Preparation Guidelines

1 Introduction

This section is not intended to be a comprehensive hurricane preparedness plan, but to outline considerations that should be included in the plan.

The marina management (includes both marina dockage and mooring fields) will establish a hurricane preparation plan, which shall be designed to ensure that protecting the lives and safety of boaters and staff is the priority. These guidelines are intended to also prevent catastrophic failure of the marina water structures, to minimize major structural damage to the marina, and to prevent boat damages.

2 Design Approach

Marina docking structures are subject to substantially larger forces when boats are on their slips, compared to an empty slip condition. Due to the marina exposure, it will be required that all wet berthing and mooring buoys be evacuated in preparation for a tropical storm or hurricane.

2.1 Marina and Mooring Field Elements

It has been shown in the past that the lack of knowledge by boat owners and marina managers of the marina design assumptions may result in wrong decisions that may lead to severe damage to property. This section is intended to summarize the design criteria and emphasize the need for evacuation.

The marina berthing infrastructure is primarily comprised of concrete fixed docks, with only the dinghy docks being floating docks. The marina also includes a floating wave attenuator, which will be designed to improve boaters' comfort under operational conditions but will not be designed to provide wave protection during tropical storm or more severe conditions.

2.2 Hurricane Regulations

This marina is not considered a "hurricane hole." Therefore, the marina and mooring field facility structures will be designed to be empty during a hurricane event. Boat owners should accept this condition as part of their lease contract and are responsible for taking any necessary precautions so that boats are removed from the facility before a hurricane.

Specific procedures shall be defined in a hurricane management plan and the slip or mooring lease agreement.

2.3 Engineering Design Background

The wave design condition will be defined as an event with a 25- to 50-year return period, in accordance with standard professional practice. Performance specifications will require that the docks and structures be designed to withstand wind and wave forces created by these conditions in an unloaded scenario, that is, with no vessels moored in the basin during these conditions.

The fixed docks main structural components will be designed to survive a major storm. However, utilities, furniture and ancillary elements may be damaged due to splashing, wave impacts and inundation, depending on the storm severity.

The mooring buoys will be designed to be evacuated, but the dinghy docks may be damaged depending on the storm severity.

The floating wave attenuator will be designed to be removed in preparation for a storm and/or on a schedule (within the hurricane season).

3 **Evacuation and Hurricane Storage**

While the marina will try to facilitate planning for the relocation of vessels with a marina lease agreement, Marina Management is not responsible for finding a relocation place for these vessels.

The marina may offer a “Hurricane Club” membership that includes relocation and storage services for marina tenants.

- The Marina Management may – at its sole discretion – develop a plan for relocating vessels to a nearby hurricane hole. If offered, this service will include securing space at the hurricane hole and establishing the staff requirements to achieve the relocation. This service will be offered to marina tenants prior to the initiation of hurricane season but may be limited by the ability to secure safe relocation spots. This is only to assist vessels owners in the compliance with lease contract requirements but is not required.
- The Marina Management will offer upland storage for certain size vessels, under specific commercial agreements. This service will be offered to marina tenants prior to the initiation of hurricane season.

Boats tend to suffer less damage if they are stored on the upland. Upland storage capabilities will be determined by the Marina Management based on equipment and storage areas available on an annual basis.

The Marina Management will develop a plan in advance for the boats that shall be stored on land, based on the contracted services.

4 **General Hurricane Preparation**

The plan should consider users and staff, as well as the boats, docks, buildings, office, and office supplies. Protecting the lives and safety of boaters and staff is the priority of the plan.

4.1 General Staffing

- Designate hurricane team, staff members, roles, responsibilities

- Prepare training material to maintain staff aware of their roles

4.2 Communications

Cooperation from boat owners is essential:

- Marina contracts shall include explicitly the boat owners' responsibilities in the event of a hurricane.
- Every effort to provide boat owners with a convenient way to comply with their contractual requirements will greatly facilitate cooperation.
- Specific hurricane preparation requirements should be written down now so that they can be posted on the marina's website, in addition to in the contracts.
- Updated records should be maintained for contacts, owner and alternative person(s) who can prepare the boat in the owner's absence. This will allow owners to contact someone else, in the event that he or she will not be able to prepare their own boats.
- Marina contracts shall specify that an owner will be billed for any services necessary to prepare a boat in their absence.
- The marina workboats should be included in the preparation plan.
- A list of nearby hurricane holes should be developed, in coordination with Emergency Response, and posted on the marina website.

4.3 Documents

- Maintain updated information about insurance, coverage, requirements, etc.
- Make duplicate copies of important documents, e.g., insurance policies, financial records, vendor list, etc.
- Routinely back up all computer office files.
- Take photos of facilities, inventory, machinery and valuable tools for insurance purposes.
- Make laminated photo ID tags to give to the Hurricane Team. This may help to get staff access into restricted areas after the hurricane.

4.4 Supplies

- Consider what gear is essential to preparing the marina for a hurricane. Examples include smaller emergency generators, plywood, and nails, all of which will be in short supply once a warning is posted.
- Have enough jack stands to support boats stored on land during a storm. Additional stands and tie down will be required.
- Determine other necessary equipment, including flashlights, communication radios, batteries, pumps, yellow caution tape, extra fuel, duct tape, boat hooks, water, drinks and food. The latter can be used to feed staff during clean up after a storm.

4.5 Recovery Preparation

- Maintain contact information and communications with boat salvors.
- Maintain contact information and communications with engineers, equipment suppliers and/or building and marine contractors.
- Making arrangements in advance allows for quick response after the storm.

5 Tropical Storm Preparation Plan Outline

This plan will be triggered by the issuance of tropical cyclone advisory that has potential of affecting the facility or its operations.

Tropical storm or hurricane watch declaration, which is an announcement that tropical storm or hurricane conditions are possible within the specified coastal area within 48 hours, will trigger additional specific actions.

The plan shall provide adequate time for any boat owners and staff to conduct preparation and seek shelter. The procedures listed below shall be considered a guide, are not all inclusive, and shall be followed when and where practicable:

The following time line should be used whenever practical:

5.1 72 hours out:

This plan will be triggered by the issuance of tropical cyclone advisory that has potential of affecting the facility or its operations, which is prior to the official storm warning.

- **Communications**
 - Monitor hurricane track and alert employees of pending storm.
 - Post updated storm information outside the main office and on the website.
 - Inform vessel owners of hurricane preparation and evacuation plans
 - Encourage transients to relocate
 - Check business disaster plan for up-to-date phone numbers.
 - Remind employees of the need for them to have family disaster plans.
 - Review company plan with employees.
 - Check on availability of work force based on vacations and equipment based on operability.
 - Pay close attention to local TV and radio broadcasts
 - Call/ take calls from owners. Complete as many special instructions as possible.
 - Update inventory list of all business equipment and furniture.
 - Evaluate machines and machinery.
 - Allow all employees to take care of personal needs, supplies, food, shutters, etc.
 - Check stock bottled water and ice.
- **Dock and Boats Preparation**
 - Trigger floating attenuator preparation / relocation plan
 - Trigger “Hurricane Club” planning verifications (number of boats, haul out capacity, staffing, etc.)
- **Fuel**
 - Secure fuel supplies to:
 - Top off fuel tanks.
 - Top off fuel in all machinery.
 - Top off generators with fuel, test and service under load.
 - Top off fuel in all vehicles and maintain at full or near full level. Fill spare containers.
- **Wind Preparation**
 - Remove any loose materials from the roof.
 - Remove all flags, banners and signs.

- Quick check of tree risks. Note that trimming or any hurricane yard work shall be completed prior to hurricane season.

5.2 Tropical Storm / Hurricane Watch Declaration, 48 hours out:

- **Communications**
 - Submit evacuation plan notices and follow up to enforce compliance
 - Recheck team member list and contacts.
 - Move all hazardous materials to a safer location on high ground.
 - Videotape or photograph interior and exterior of your buildings.
 - Place loose papers, books, hanging plants in desk drawers or storage cabinets.
 - Change batteries in cell phones, radios, flashlights, etc.
- **Dock and Boats Preparation**
 - Dismantle floating attenuator and safely store in the designated upland area
 - Relocate “Hurricane Club” member boats to designated upland storage area
 - Relocate “Hurricane Club” member boats to off-site hurricane hole (if that service is provided)
 - Enforce evacuation plan notices
 - Secure dock utility equipment
- **Wind Preparation**
 - Remove canvas covers from tents.
 - Move all outside trash cans and any other moveable items to interior.
 - Tie down dumpsters and other items that cannot be brought inside.
- **Office Preparation**
 - Install shutters and building hurricane protection, as needed
 - Check all emergency equipment (flashlights, first aid kits, etc.) Replace missing or faulty items.
 - Move merchandise, equipment, and furniture away from windows and sky lights.
 - Take down pictures and plaques from the walls.
 - Make arrangements to pay employees with cash, if necessary.
 - Set up a petty cash fund for emergency purchases.
 - Alert suppliers of closing.

5.3 Tropical Storm / Hurricane Warning Declaration, 36 hours out:

- All actions should be monitored to ensure compliance with the plan and emergency measures should be initiated as soon as feasible.

5.4 The Hurricane or Emergency, 24 hours out (or before):

- **Dock and Boats Preparation**
 - Verify floating attenuator storage and finalize securing
 - Verify “Hurricane Club” boat upland storage
 - Shut off all marina utilities.
 - Remove any boat in violation of the evacuation plan

- **Office Preparation**

- Move all remaining records away from windows and floors. Place on shelves, file cabinets and/or counter tops.
- Relocate boxes, computers and other office equipment if possible to the innermost portion of the building or to a designated offsite safe place.
- Complete installation of shutters over doors and windows.
- If possible, forward work numbers to answering service outside hurricane alert area.
- Notify local authorities if building will be vacant and if a guard/ security will be present.
- Check standby electrical generator switches and controls for automatic switch over.
- Disconnect all electrical appliances/ equipment that are not to run on emergency generator.
- Post “Notice of Closing” at front entry and entry for supply deliveries.
- Post evacuation map showing major roadways to evacuate area and locations of local hurricane or emergency shelters.
- Lock all doors when leaving.

5.5 Operations Restart / Hurricane Recovery

- Photo document damage for insurance purposes. If possible, contact your insurer.
- Rig oil containment booms around all sunken boats.
- Contact engineers, equipment suppliers and/or contractors needed to rebuild / repair.
- Determine safe conditions to initiate clean up and when/if volunteers will be allowed access.
- Begin debris clean up. Make two piles—debris that is reusable and debris that will be hauled away.
- Boat owners may volunteer to help clean up. Prepare to support their activities by having availability of food, water, restrooms, etc.
- Keep customers and suppliers apprised of your rebuilding schedule.