



MARINA JACK
HURRICANE PROCEDURES
JUNE 1st – NOVEMBER 30th

This document is the Hurricane /Storm Preparation Procedures Marina Jack will follow during Hurricane Season. This document is not all-inclusive but provides good minimum of items that can be useful during planning, preparation, and evacuation. All marina tenants must have a current plan for their vessel outlining appropriate steps they are taking to secure or move their vessel(s) during a hurricane. Vessel owners and operators are advised that they may need to seek safer harbors due to wide-open waters and exposure specifically from the southwest. The owner of any vessel left in the marina during a hurricane will be solely responsible for any damage to docks, piers, dock systems, other vessels, and or marina property. Owners are solely responsible for removal and cleanup of their vessel if damaged or sunk during a hurricane.

Hurricane Information:

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 every six hours.

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 every two to three hours if 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.

Hurricane Planning

1. Create Hurricane Plan for your vessel
2. Update your emergency contact information with the Dockmaster's office
3. Verify current Marine Insurance is on file with Dockmaster's Office
4. Verify you have sufficient dock lines for your vessel

Hurricane Procedures

1. All loose items and all dinghys, canvas, including all sails, covers, cushions, outboard motors, ladders, grills, etc. must be removed and stowed.
2. Any vessel owned by other than a local owner (25 mile radius) must have local agent who has authority and responsibility for securing, re-securing, and salvaging vessel.
3. All vessels must be kept at 100% operational at all times (mechanically) including batteries, bilge pumps, and connections.
4. Keep battery operated radio or alternative in case of marina power outages or shut-off.
5. Keep a flashlight with extra batteries.
6. Keep fuel and water tanks full.
7. Remove all valuable electronics.
8. Docks should be cleared of all items including hoses, parts, chairs, plants, bikes and other items not permanently secured to dock.
9. If significant surge is expected, electrical service to the piers will be shut down.
10. Supply Marina Jack Dockmaster with current list of phone numbers and contact information. This includes local numbers for those responsible for caring for your vessel if you live out of town.
11. Prior to, or during, a hurricane watch or warning you may be asked to relocate your vessel. If the Marina requests you to relocate your vessel and you refuse your contract will be terminated and you will be required to leave the marina.
12. Vessels under 35' will have NO LESS than a quantity of 6, excellent condition, 1/2" lines, or more if cleats provide.
13. Vessels over 36' will have NO LESS than a quantity of 8, excellent condition, 3/4" lines, or more if cleats provide.
14. Vessels over 50' will have NO LESS than a quantity of 8, excellent condition, 7/8" lines, or more if cleats provide.
15. Dock lines can be purchased at the ship store.
16. Double/back-up lines with slack are highly recommended on all size vessels.
17. All lines must be covered with chafe protection within three feet of any contact to vessel or dock.
18. It is strongly recommended that all owners have a hauling plan for hurricane season.
19. Create a Hurricane survival kit. That includes provisions for several weeks.
20. Survey around your boat slip, report any loose dock boards, missing or broken dock box clasps etc. to the Dockmaster's office immediately.
21. In accordance with Sec. 327.59, Florida Statutes (on reverse side) you may be required to remove your vessel from the marina once a Hurricane Warning has been issued for our area.

Marina Responsibilities:

1. All dock carts and loose items around the marina will be secured and locked up.
2. All doors will be secured and locked up where appropriate.
3. All docks will be walked and verified that no hazards exist' including any lines crossing docks or walkways.
4. All docks will be checked for loose items.
5. Electricity to the docks may be turned off. This will be evaluated with the decision being made by the Dockmaster.

Florida Statutes Section 327.59 Marina Evacuation

NOTICE TO VESSEL OWNER

The undersigned hereby informs you that in the event you fail to remove your vessel from the marina promptly once a hurricane watch or warning has been issued for Sarasota County, Florida, under Florida Law, the undersigned or his or her employees or agents are authorized to remove your vessel, if feasible, from its slip or take any and all other reasonable actions deemed appropriate by the undersigned or his or her employees or agents in order to better secure your vessel and to protect marina property, private property, and the environment. You are further notified that you may be charged a reasonable fee for any such action.

MARINA JACK / MARINA OPERATIONS
#2 Marina Plaza
Sarasota, FL 34236
941-955-9488 office / emergency contact 941-356-7587
dockmaster@marinajacks.com or www.marinajacks.com

HURRICANE PLAN CHECKLIST

MARINA JACK OPERATIONS

#2 MARINA PLAZA - SARASOTA, FL 34236

| | |
|-----------------|-----------------|
| DOCKMASTER | DOCK ASSISTANT |
| ASST DOCKMASTER | ASST DOCKMASTER |
| DOCK ASSISTANT | DOCK ASSISTANT |
| DOCK ASSISTANT | DOCK ASSISTANT |

| TIMING | ITEM | DATE COMPLETED | INITIALS |
|--------|------|----------------|----------|
|--------|------|----------------|----------|

BEGINNING OF SEASON

| | | | |
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| | UPDATE CONTACTS AND PLAN CHANGES THROUGH NOTICES & BILL INSERTS | | |
| | TEST RUN GENERATORS AND PUMPS | | |
| | CONTACT COMMERCIAL TOWING COMPANY FOR AVAILABILITY | | |
| | RESTOCK SPILL KIT | | |
| | RESTOCK FIRST AID KITS | | |
| | CHECK SUPPLIES (TIE-DOWNS, PLYWOOD, LINES, ETC) | | |
| | ALL EMPLOYEES READ AND INTIAL PLAN | | |
| | CUT EXTRA DOCK LINES FOR EMERGENCY PREPARDNESS | | |

3 DAYS OUT

| | | | |
|--|--|--|--|
| | ALL HANDS ON MEETING | | |
| | CHECK STORM PLOT AND NOTIFY BOATERS AND ENCOURAGE ACTION | | |
| | NOTICE TO CUSTOMERS TO REMOVE/SECURE BOATS | | |
| | BEGINNING CLEARING WEST SIDE OF H DOCK | | |
| | CLOSE TRANSIENT AREA | | |
| | TEST RUN PUMPS | | |
| | BACK UP COMPUTER RECORDS | | |
| | TOP OFF ICE MACHINE | | |
| | CONFIRM CONTACTS FOR ALL STAFF | | |

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| REMOVED IMPORTANT RECORDS TO SECURED LOCATION | | |
| TOP OFF FUEL TANKS | | |

2 DAYS OUT

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| ALL HANDS ON MEETING | | |
| CLEAR GROUNDS AND LOOSE ITEMS AROUND MARINA | | |
| SECURE ALL TRASHCANS & DOCKBOXES WITH STRAPS | | |
| DOCK CHECK ALL VESSELS FOR PROPER TIE-UPS, LOOSE GEAR, SAILS, ETC | | |
| BRING BACK UP FUELING STATION ON SITE | | |
| CLEAR STORE, POST CONTACTS ON DOOR | | |
| TIE OPEN ALL GATES | | |

1 DAY OUT

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| ALL HANDS ON MEETING | | |
| TURN OFF ALL POWER AND WATER TO ALL DOCKS | | |
| SECURE ALL DOORS, WINDOWS | | |
| GROUND RECHECKED FOR LOOSE ITEMS | | |
| RECHECK ALL DOCKS AND VESSELS | | |
| SECURE ALL COMPUTER EQUIPMENT AND BUSINESS RECORDS | | |
| SHUT OFF FUEL SUPPLY AND FUEL POWER | | |

RECOVERY

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| MAINTAIN COMMUNICATIONS WITH STAFF | | |
| CONDUCT INITIAL DAMAGE SURVEY, PRIORITY LIST GENERATED | | |
| CHECK ALL DOCKS AND BOATS FOR DAMAGE | | |
| ARRANGE FOR DEBRIS CLEANUP | | |

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| MAINTAIN DETAILED RECORDS OF EVENTS, DAMAGE, LOSSES AND EXPENDITURES | | |
| CONTACT NECESSARY CONTRACTORS | | |
| ASSIST AND CONTACT TENANTS AS NEEDED | | |
| INSPECT ALL ELECTRICAL FEEDS AND RESTORE POWER | | |
| INSPECT ALL WATER FEEDS AND RESTORE | | |