



HURRICANE PREPAREDNESS GUIDELINES



MARINA JACK

SARASOTA

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MARINA JACK

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A. INTRODUCTORY COMMENTS

The order of priority when preparing Marina Jack for a hurricane is:

1. Protect human life.
2. Seek to prevent or minimize personal injury.
3. Reduce the exposure of property to damage.
4. Minimize damage to property that cannot be relocated.
5. Seek to restore normal operations as quickly as possible.

This document is the hurricane/storm preparation procedures that Marina Jack will follow during hurricane season. This document is not all-inclusive, but provides a good minimum of items that can be useful during planning, preparation, and evacuation. It is important that the slip owners, renters, and guests in the marina are aware of the basic elements of hurricanes and steps to be taken to ensure their safety and the safety of their vessel. Marina Jack's hurricane alerts are intended as a supplement to other available sources of hurricane information to add to your awareness, as a vessel owner, and the need to begin your hurricane preparations. The purpose of this notice is to aid slip owner and occupant awareness of the approaching storm, so they may take appropriate action.

This hurricane plan is premised on the full cooperation of the slip renters and guests of the slip renters in the event of voluntary evacuation of the marina and the docks. All marina tenants must have a current plan for their vessel outlining appropriate steps they are taking to secure or remove their vessel(s) during a hurricane. Vessel owners and operators are advised that they may need to seek safer harbors due to the 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 clean-up of their vessel if damaged or sunk during a hurricane.



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. While not required, 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 Marina Jack's ability to protect the lives and property of our marina customers and safeguard our facilities.

B. HURRICANE INFORMATION

Hurricanes cause extremely dangerous weather conditions and require you to have a plan of readiness in their event. To qualify as a hurricane, winds must read a sustained speed of 74 mph. Hurricane winds have been known to reach in excess of 200 mph. Winds are not the only danger that accompanies hurricanes. They can also include storm surge, flooding accompanying tornadoes, damage from debris, lightning, and erosion. Hurricanes can last for days and create additional circumstances that can keep you under emergency conditions for sustained periods of time. To be fully prepared for a hurricane requires that you have resources ready not only for the term of the hurricane, but also for the period following, where you may be dealing with dangerous or damaged structures, loss of power, and compromised movement and residency.

Hurricane Categorical Strength (based on the Saffir-Simpson scale)

Category	Winds	Strength of Storm Surge	Expected Storm Surge
Category 1	74 - 95 MPH	Minimal	6'
Category 2	96 - 110 MPH	Moderate	10'
Category 3	111 - 130 MPH	Major	13'
Category 4	131 - 135 MPH	Severe	16'
Category 5	156+ MPH	Catastrophic	18'

WEATHER TERMS

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



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 29 MPH.

Tropical Storm – a low pressure area with a distinct rotary circulation and sustained wind speeds from 39 – 73 MPH.

Hurricane – a low pressure area with strong and pronounced rotary circulation and sustained wind speeds of at least 74 MPH.

C. MARINA JACK HURRICANE TIMELINE

The following is a checklist that Marina Jack staff will implement upon hurricane season to ensure the safety of your vessel. Additionally, Marina Jack staff is responsible for securing and locking up all dock carts, doors, and loose items. Marina Jack’s Dockmaster may turn off all utilities upon evacuation.

BEGINNING OF HURRICANE SEASON	Update all contacts and plan changes through notices, email blasts, and bill alerts
	Test run generators and pumps
	Contact commercial towing companies for availability
	Restock spill kits
	Restock first aid kits
	Check supplies (tie-downs, plywood, lines, etc.)
	Cut extra dock lines for emergency preparedness
3 DAYS OUT	All hands-on meeting
	Check storm plot and notify boaters
	Notice to customers to remove/secure vessels
	Begin clearing west side of H dock
	Close transient dock
	Test run pumps
	Back up computer records
	Top off ice machine and fuel tanks
	Confirm contacts for all staff



2 DAYS OUT	All hands-on meeting
	Clear grounds for loose items
	Secure all trash cans and 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 important contacts on door
	Tie open all gates
1 DAY OUT	All hands-on meeting
	Turn off all power and water to all docks
	Secure all doors and windows
	Ground recheck for loose items
	Recheck all docks and vessels
	Secure all computer equipment and business records
	Shut off fuel supply and fuel power
RECOVERY	Maintain communications with staff
	Conduct initial survey of damage
	Generate priority list
	Check all boats and docks for damage
	Arrange debris clean-up
	Maintain detailed records of events, damage, losses, and expenditures
	Contact all necessary contractors
	Assist and contact tenants as needed
	Inspect all electrical feeds and restore power
	Inspect all water feeds and restore



D. TENANT HURRICANE PLANNING GUIDELINES

- Vessels under 35' will have no less than a quantity of 6, excellent condition, ½" lines or more if cleats provide.
- Vessels over 36' will have no less than a quantity of 8, excellent condition, ¾" lines or more if cleats provide.
- Vessels over 50' will have no less than a quantity of 8, excellent condition, 7/8" lines or more if cleats provide.
- Prior to, or during a hurricane watch or warning, you may be asked to relocate your vessel. If the marina requests that you relocate your vessel and you refuse, your contract will be terminated and you will be asked to leave the marina.
- All vessels must be kept 100% operational at all times (mechanically) including batteries, bilge pumps, and connections.
- All lines must be covered with chafe protections within 3 feet of any contact to vessel or dock.
- Any vessel owned by someone other than a local owner (within a 25 mile radius) must have a local agent who has the authority and responsibility for securing, re-securing, and salvaging a vessel.
- If significant surge is expected, utility service to docks will be shut down.
- Secure your boat. If you need assistance, contact the marina prior to event weather.
- It is strongly recommended that all owners have a haul plan for hurricane season.
- All loose items and all dinghys, canvas, sails, cushions, outboard motors, ladders, grills, hoses, parts, chairs, plants, bikes, and other items not secured to the boat or dock must be properly removed and stowed.
- Keep battery-operated radios or alternatives in case of power outages or shut-off.
- Keep fuel and water tanks full.
- Remove all valuable electronics.
- Double/back-up lines with slack are highly recommended on all size vessels.
- Install additional buffering to your vessel.
- Board or tape up all windows. Taping will not prevent breakage but may reduce risk of flying glass.
- Make sure you have documented all of your possessions either in writing, photography, or video.
- Make sure insurance documents are stored in a safe area.
- Survey around your boat slip, report any loose dock boards, missing or broken dock box clasps, etc. to the Dockmaster's Office immediately.



E. HURRICANE AGENT

Marina Jack Yacht Services offers a hurricane agent best practice for all tenants located in the marina. Hurricane agents are not fail safe option during a storm. Hauling out your vessel in the event of a storm is always the best option.

Who is a Marina Jack Hurricane Agent?

A Marina Jack Hurricane Agent is a contracted employee of Marina Jack assigned to your vessel.

What are their responsibilities?

Their sole responsibilities are limited to good precautionary practices, including:

- Monitoring the status of your vessel before a storm.
- Adding extra lines, fenders, and chaffing gear when needed to best prepare your vessel.
- Removing or storing all gear on the exterior of the vessel.
- Securing, removing, and/or stowing all canvas covers.
- Relocating your vessel within the marina if needed.

What is not their responsibility?

- Making arrangements to haul out your vessel.
- Relocating your vessel outside of the marina.
- Monitoring your vessel during a storm.
- Standing by at the vessel during a storm.
- Recovering your vessel after a storm.
- Relocating your vessel back to the marina after a storm.

How much does it cost?

Strictly a \$95 annual retainer, additional fees associated with extra lines, fenders, chaffing gear, and labor will be billed after the storm.

There is also the option to assign someone as your Hurricane Agent that is not a Marina Jack contractor. You will need to provide their contact information on the form provided at the end of this plan.



NEARBY HAUL OUT FACILITIES		
Bayfront Yacht Works	www.bayfrontyachtworks.com	(941) 349-9449
Marine Service Solutions	www.marineservicesolutions.com	(941) 586-3178
N.E. Taylor Boatworks	www.taylorboatworks.com	(941) 794-2802
Galati Yacht Sales	www.galatiyachts.com	(941) 778-0755
MarineMax – Sarasota, FL	www.marinemax.com	(941) 388-4411

F. DISASTER SUPPLY LIST

Replenish for freshness:

- Medicines: Keep an updated list of family medicines and dosages along with doctor and pharmacy phone numbers. If possible, try to keep a 2 week supply of prescription medicines.
- Food: Keep enough to feed the whole family for three or seven days. Choose things that don't need refrigeration or cooking (canned foods, protein bars, peanut butter, etc). Don't forget any special dietary foods or baby food and formula, if needed. Replenish every 6 months.
- Drinking water/containers: 1 gallon per person per day for a minimum of 7 days. Stock up on a few cases of bottles water at home and office in the event that there is a boil water notice.
- Extra batteries for camera, headlights, radio, portable TVs and lamps, etc.
- Infant necessities (medicine, sterile water, diapers, ready formula, bottles) if needed.

Stow until needed:

- First aid book and kit including bandages, antiseptic, tape, compresses, aspirin, aspirin-free pain reliever, anti-diarrhea medication, antacid, and important phone numbers.
- Flashlights and batteries for each member of the family
- Portable radio and batteries
- Non-electric can opener
- Fire extinguisher (small canister, ABC type)
- Instant tire sealer
- Whistle and/or distress flag
- Mosquito repellent & citronella candles
- Plastic tarp, screening, tools, nails, etc.
- Water purification kit (tablets, chlorine (plain) and iodine)
- Clean-up supplies (mop, buckets, towels, disinfectant)
- Camera



- Garbage can or bucket with tight-fitting lid and kitty litter (for emergency toilet)
- Plastic trash bags
- Toilet paper, paper towels, pre-moistened towelettes or baby wipes

If you evacuate, you should take:

- Pillows, blankets, sleeping bags, or air mattresses
- Extra clothing, shoes, eyeglasses, hearing aids (and batteries)
- Folding chairs, lawn chairs, cots
- Personal hygiene items
- Quiet games, books, playing cards
- Important paper and irreplaceable keepsakes (driver's license, insurance policies, property inventories, photographs)

Precious commodities before and after a storm:

- Emergency charger for cell phones
- Cash
- Charcoal, matches, and grill
- Ice
- A corded phone that does not require electricity

G. FLORIDA STATUTES

FLORIDA STATUTES SECTION 327.59 MARINA EVACUATION

(1) After June 1, 1994, marinas may not adopt, maintain, or enforce policies pertaining to evacuation of vessels which require vessels to be removed from marinas following the issuance of a hurricane watch or warning, in order to ensure that protecting the lives and safety of vessel owners is placed before interests of protecting property.

(2) Nothing in this section may be construed to restrict the ability of an owner of a vessel or the owner's authorized representative to remove a vessel voluntarily from a marina at any time or to restrict a marina owner from dictating the kind of cleats, ropes, fenders, and other measures that must be used on vessels as a condition of use of a marina. After a tropical storm or hurricane watch has been issued, a marina owner or operator, or an employee or agent of such owner or operator, may take reasonable actions to further secure any vessel within the marina to minimize damage to a vessel and to protect marina property, private property, and the environment and may charge a reasonable fee for such services.



(3) Notwithstanding any other provisions of this section, in order to minimize damage to a vessel and to protect marina property, private property, and the environment, a marina owner may provide by contract that in the event a vessel owner fails to promptly remove a vessel from a marina after a tropical storm or hurricane watch has been issued, the marina owner, operator, employee, or agent may remove the vessel, if reasonable, from its slip or take whatever reasonable actions are deemed necessary to properly secure a vessel to minimize damage to a vessel and to protect marina property, private property, and the environment and may charge the vessel owner a reasonable fee for any such services rendered. In order to add such a provision to a contract, the marina owner must provide notice to the vessel owner in any such contract in a font size of at least 10 points and in substantially the following form:

NOTICE TO VESSEL OWNER

The undersigned hereby informs you that in the event you fail to remove your vessel from the marina promptly (timeframe to be determined between the marina owner or operator and the vessel owner) after the issuance of a tropical storm or hurricane watch for (insert geographic area), Florida, under Florida law, the undersigned or his or her employees or agents are authorized to remove your vessel, if reasonable, 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.

(4) A marina owner, operator, employee, or agent shall not be held liable for any damage incurred to a vessel from storms or hurricanes and is held harmless as a result of such actions. Nothing in this section may be construed to provide immunity to a marina operator, employee, or agent for any damage caused by intentional acts or negligence when removing or securing a vessel as permitted under this section.



H. INSURANCE

The enclosed insurance information is very important, so we ask that you take the time to look it over carefully.

1. If your vessel is docked in the marina, Marina Jack requires insurance. It will be necessary to add Marina Jack as a certificate holder and confirm the liability P&I coverage meets the \$1,000,000.00 required by the marina. Your insurance agent must forward Marina Jack a current certificate every year.
2. ***If your vessel will be in the marina during hurricane season (June 1st - November 30th) a haul out plan is required.*** If you have made arrangements with a contractor through Marina Jack Yacht Services, please note on the enclosed form and be sure to include all contact information. ***Note: Marina Jack Hurricane Agents are not responsible for hauling out your boat. Please see the form for more information.*** If you plan on preparing the vessel yourself, please provide all details of preparations you will make. If you have anyone other than yourself preparing your vessel, we must have contact information for that person in the event of an impending storm. ***If you do not prepare the vessel yourself, the marina has the right under Florida Statute 327.59 to authorize preparation of your vessel and the cost will be billed to you.*** Your insurance company will not pay for the damage to your vessel as an act of God if you do not make preparations.

Please complete the enclosed form to help us compile the necessary information. We would like an updated email address as we will use this as our preferred method of contact to notify you of a storm. You must have a designated person or company – please be proactive and help make our job a little easier during what could be a difficult, stressful, and potentially dangerous time.

Marina Operations at Marina Jack requires that you have your insurance company provide us with a current certificate of your liability insurance of your vessel (or any other vessel occupying the slip). Minimum liability limit is \$1,000,000.00.

The certificate holder should read as follows:

Jack Graham Inc. dba Marina Jack Dockmaster
2 Marina Plaza
Sarasota, FL 34236

Please have your insurance agent either mail or fax the certificate to (941) 955-8001.



Marina Jack Hurricane Contact Information

NAME: _____

SLIP #: _____ NAME OF VESSEL: _____

MAKE OF VESSEL: _____ LOA: _____

CELL #: _____ HOME #: _____

EMAIL ADDRESS: _____

ALTERNATE EMAIL ADDRESS: _____

Select one:

- I will prepare my vessel myself.
- I designate the have contracted with the aforementioned agent below to prepare my vessel in the event of an impending hurricane or categorized storm.

Name: _____

Address: _____

Email: _____

Phone Number: (_____) _____

- I authorize a designated hurricane agent through Marina Jack Yacht Services to prepare my vessel in the event of an impending hurricane or categorized storm. I further agree to pay Marina Jack an annual fee of \$95 plus any additional allowances for use of a designated hurricane agent.

By signing below, I agree to comply with all rules and regulations set forth in this plan.

Signature: _____ Date: _____