



Oromocto Boat Club



**Emergency
Preparedness Plan**

May 9, 2015

Oromocto Boat Club – OBC Emergency Preparedness Plan

INTRODUCTION

From the recent and past experiences, we have an idea of the potential for damage to the docks and boats. The Club was fortunate to escape injuries or death of members during the past several storms, but with the frequency and the severity of storms increasing year after year, we might not always be that lucky.

*The Executive realizes that a **comprehensive emergency plan** needs to be developed and ready for implementation for the 2015 boating season.*

The past few storms have taught us that there are really two events to deal with: a “wind/rain event” and the “river current event”. (The rise and subsequent fall of the river levels).

Our Marina is by far the best on the Saint John River System, and we have a responsibility to do our part to assist the owners of the dock to keep repair costs down, which in turn keep our rental rates from escalating due to preventable storm damage. We have a short season; this plan should limit the “down time” of the marina closures due to storms and storm damage.

SUMMARY OF “THE PLAN”

The OBC Emergency Preparedness Plan is a comprehensive action plan initiated by the Dockmaster according to pre-set storm criteria. The purpose of the plan is to prepare the Marina facilities for a pending storm and or high current, and to assist its members in protecting their boats and equipment. This document provides the methodology, organization and procedures to facilitate the action plan. As with any plan, flexibility is required to meet the demands of a particular situation and therefore, this plan may be modified by the Dockmaster & Storm Command Team to respond to the expected conditions. Under this plan, the first priority is to assure the safety of the members and staff, to protect the marina and boats and to take any action deemed appropriate to meet this goal.

The plan is premised on the full cooperation of the members for an orderly evacuation or re-organization of the marina and vessels and securing the facilities. Note that the executive members are not responsible for taking care of members’ boat. Each member is expected to read and study this plan, pre-determine his/her own individual action plan for securing or moving their boat and equipment prior to a storm. The Dockmaster should be notified of each member intended evacuation plan and support vis-à-vis the marina in case of an emergency. It is very important for each member to have a Boat Buddy to assume responsibility of their boat if the member is unable to do so. (Definition of boat buddy, Appendix I)

Alert Criteria

The OBC Dockmaster will activate the emergency action plan approximately 72 hours prior to the predicted storm based on the Environment Canada's forecast of a tropical storm or stronger. Environment Canada will be the primary source of weather information, or a predicted high water level or high water flow event creating dangerous currents in the Oromocto River. (A tropical storm is defined as an area of disturbed weather associated with low pressure and wind circulation at the surface. Highest sustained winds range from 62 to 117 kilometers per hour).

Communications

A communications center will be established at the 72-hour alert to serve as a message center during the storm period. The OBC communications center may be activated earlier based upon the perceived needs. Contact with the marina in the event regular land line contact is lost can be established by use of the published cellular phone number, which will be stationed in the club's communication center. The communication center will also have information available on the Marina's web page with updates at 48 hours and thereafter as possible.

Storm Center Cellular Phone Number: 506-_____

Club Website: <http://oromoctoboatclub.ca/>

PLEASE NOTE: please limit your calls to OBC during these emergency periods to only those absolutely necessary.

Action Plan Sequence

Decision Point 1	Decision Point 2	Decision Point 3
(72-48 hours before predicted arrival of storm)	(48-24 hours before arrival of storm)	(24-0 hours before arrival of storm)
Alert	Begin Securing Shack, Tent, BBQs Club boats and grounds	Docks and property secured and stored where appropriate
Contact Owners	Begin Securing Docks	
Begin evacuation or relocation of Boats	Continue evacuation or relocation of Boats	Storm Watch

Boat Owners

The Individual Boat owner should consider the following principles for storm preparation.

- A. Prepare a written plan for what you intend to do prior to a major storm and provide a copy to the Dockmaster by June 1st of each year.
- B. Have a Boat Buddy who is familiar with your plan, your equipment, and the operation of the boat, alternate dockage or hurricane anchorage.
- C. Do not rely on marina staff, volunteer work crews, or the boats neighbors to look after your boat for you.
- D. Ensure your boat is in operating condition while on the dock. (Fuel topped up, adequate dock lines, batteries charged etc.)
- E. Empty fridges and freezers as power may be shut off.
- F. Key your plan on early evacuation. Moving the boat in 50 kph+ winds is extremely difficult and impossible in 70 kph wind conditions.

Alternate Dockage Site

The safest place for a boat during a storm is out of the water.

Owners moving their boats to alternate dockage or mooring facilities must provide their own dock lines, chafing gear, and fenders.

Doubling the Lines

The owner should double the dock lines going one size larger for the second set of lines, and double fore and aft spring lines. Lines should be appropriate for the size and weight of the vessel.

Chafing Gear

Special attention should be given to avoiding chafing which is the single most critical failure point in mooring lines.

Stripping the Boat

All necessary steps should be taken to reduce windage. Before leaving the boat, strip all canvas including enclosures that can be removed while still permitting boat to be operated (as in the case where a boat only has an upper helm), bimini's, isinglass, sails including self-furling jibs and running rigging, booms and moveable deck equipment, ventilators, life rings, and other loose gear causing windage. Secure all radio antennas, hatches and tape them shut. Remove all loose gear from cabinets and storage bins, e.g. binoculars, and secure cabinet doors. Roller furling jibs must be lowered and removed from the boat. (Note that gear required if the boat ends up anchored off the dock should remain with the boat, life ring & tenders for example).

Securing the Boat

In addition to stripping the boats they should also be filled with fuel and water prior to storm warnings, as the fuel and water systems at the marina will be shut down prior to the storm.

BOAT OWNERS SHOULD NOT ATTEMPT TO RIDE OUT THE STORM ON BOARD THEIR BOAT, FURTHERMORE NO ONE WILL BE ALLOWED TO STAY ON THEIR BOAT IN THE MARINA IN THE EVENT THE MARINA IS SHUT DOWN.

MANUAL FOR STORM ACTION PERSONNEL

SECTION I

THE STORM COMMAND GROUP (SCG)

The Emergency Action Plan is premised on the full cooperation of the Boat Owners to take action according to the predetermined plan.

The Emergency team will be activated by the Dockmaster & Commodore to assist and direct Boat Owners and employees implementing the plan.

DOCKMASTER

The Dockmaster has the responsibility to initiate a storm alert and to alter or upgrade the plan as conditions warrant.

OBC executive members serve as an advisory group to the Dockmaster in this decision. In the event that the Dockmaster is not available, the next senior OBC executive member will assume the authority for decisions as acting Dockmaster.

The Dockmaster will put the Emergency Action Plan into effect. At any time in the sequence of implementing the plan, the Dockmaster may accelerate or abort operations as weather conditions dictate. The Dockmaster & Commodore will serve as the final authority in all decisions made during the emergency period.

STORM COMMAND GROUP

Once the alert is called, the Storm Command Group (SCG) is delegated authority to implement the plan. The SCG is composed of the Dockmaster (1ST Vice-Commodores), Commodore, 2nd Vice-Commodores and other senior dock members. The members of the storm command group will be identified at the spring meeting annually.

SCG

SCG is delegated authority to contact and supervise boat owners in the evacuation of the marina and securing remaining boats. Only the Dockmaster or other executive members of the SCG may order the relocation of boats and the de-rigging of boats in the absence of the owner. SCG is also delegated authority to direct and supervise

remaining marina operations including final securing of the harbor and equipment, boats, electrical power, fuel, and radio operations.

HEAD OF COMMUNICATIONS

The Head of Communications (secretary) is delegated authority to direct and supervise the communications center. He/she shall ensure dissemination of accurate information in a timely manner to all boat owners.

SECTION II - BASIS FOR IMPLEMENTATION OF THE STORM PLAN (The Plan)

The Plan is a step-by-step sequence of activities to prepare the marina facilities for a storm or tropical storm and to assist boat owners to protect their vessels and equipment from storm damage.

The action plan is keyed off a 72-hour alert with three critical decision points.

Decision Point 1 – Alert (72 hour)

Decision Point 2 – Marina Evacuation

Decision Point 3 – Securing Facilities and Grounds

DECISION POINT 1:

The Dockmaster may activate the communication center at any time judicious preparations indicate usefulness to the members without implying any further progression of the alert.

DECISION POINT 2:

Task 1) The Dockmaster initiates the Storm Alert and assembles the SCG operations group. This is Level I of the communication plan.

Task 2) Mobilization of the storm command group and the Communication Center; opening of the temporary office in the Basement of the Hazen Center or Upstairs in the fort, secured with generator and phone, VHF Radio etc.

1. Assembling of call list by the Communication team.
2. Communication team begins calling all Owners with notification of Alert status.

Task 3) Setting up of temporary office (see Appendix II)

1. Secure, start and run emergency generator after checking oil and fuel level.

2. Fill portable fuel tank for generator.
3. Maintain the emergency kit, cables, clamps, rope etc. as deemed necessary.
4. Arrange volunteers and staff schedules. (Dock attendants will be off the docks once they are closed).
5. Recharging of all batteries, including all VHF radios, cell phones, and rechargeable flashlights.

Task 4) Begin preparations to secure OBC dock areas.

1. Removal of all loose personal gear on the dock.
2. Hauling and storage of OBC workboats.
3. Removal of all trash cans and dock boxes from the dock.
4. Removal and storage of all dock carts.
5. Secure or remove and store outdoor furniture, barbeques, shack, canopy, etc.
6. Removal, as long as possible, of debris from the ramp area to avoid pressure on the dock system.

DECISION POINT 3:

Task 5) Owners and OBC employees begin stripping boats, begin applying storm lines and secondary fenders. Contact all captains and notify them of schedule of moving boats.

Task 6) Evacuation or relocation of all boats from the marina.

1. Boats not being hauled out need to move off the dock to alternate anchorage areas or relocated on the dock to a better location based on vessel size and windage as determined by the Dockmaster or SCG executive member.

Task 7) Security of marina begins

No unauthorized persons should be allowed on the docks

Task 8) Final securing of Marina.

1. Water lines are shut off at all locations.
2. Marina office will be closed 12 hours prior to ETA and all communication, dock records, computers, tools and equipment moved to fort or basement of the Hazen Center.
3. Electrical service to the docks is shut off. All main breakers shut down
4. A list of all boats remaining on the docks will be prepared and the docks closed to all further activity other than periodic checking of dock lines. This should be performed by SCG in groups of at least two.
5. Photograph all docks, and OBC equipment.

Task 9) Begin Storm Watch

SECTION III

STORM PERIOD 12 HOURS ETA TO 12 HOURS AFTER

Organization of Staff and Owners remaining at the Marina

1. OBC assumes no liability or responsibility for the safety of owners remaining at the communication center during the storm period.
2. A team of volunteers and those seeking shelter that remain at the communication center during the storm will be under the direction of a SCG. There will, however, be no services provided by the marina staff during the storm period.

Emergency communication

Emergency communications will be maintained through the storm period via the cellular telephone line designated at the beginning of this manual and by email as long as possible.

1. No one shall be permitted to remain on a boat on the OBC docks during the storm period.
2. Life jackets must be worn when walking the docks at night or when wind velocities are in excess of 50 km.
3. Extreme caution should be exercised in all outdoor activities.

SECTION IV

Deals with the rise and subsequent fall of river levels. If the river levels rise due to major rainfall, they will eventually go down. The evacuation of boats may be necessary to relieve stress on the dock system. The same protocol will be followed as outlined in section I & II.

THE DAY AFTER CLUB OPERATIONS

Damage assessment Team

Immediately following the storm, access to the Marina, once permitted by the SCG, will be strictly limited to Boat Owners only. As soon as practical following the passage of the storm, preliminary assessment of damage to the dock system, if any, will be conducted.

OBC Emergency Officers Meeting

The OBC and Oromocto town Department Heads will meet within 72 hours or as soon as practical after the storm to review the damage assessment report and to take necessary action to effect emergency repairs to the Marina and to restore normal operations as soon as possible.

Appendix 1

Definition of Boat Buddy

For purposes of this document, a boat buddy means one that will ensure your boat is secured to the dock as per the guidelines, ability to enter your boat to ensure bilge pumps, and other systems are working correctly, check on alarms that may have been activated etc. They may or may not have the ability to captain your vessel, and would not be expected to remove your vessel from the docks.

Appendix II – Emergency Equipment Kit (to be stored in clubs storage facility and moved dockside during phase One of the plan)

- Ladder (to access top of pier)
- Replacement cables for the pier, clamps and wrenches to secure
- Cell phone for communications center
- OBC boats (2)
- Grapple anchor (removing debris)
- Cargo straps (securing dock canopy and dock shack)
- 500 Ft of $\frac{3}{4}$ line
- Fire pump (OFD)
- Dock Crew PFDs
- List of members with mechanical, electrical, communications, First aid, CPR, Coast Guard Training
- Generator and stand lights for emergency lighting
- Flash lights

Maintenance of the emergency kit

- Inventory checked monthly
- Boat engines and generator started and run weekly
- Emergency Cell phone tested weekly

Please complete the information below, check the box and sign where indicated. This form is to be returned with your application for membership.

Boat Owners name: _____

Emergency Phone Number: _____

Boat Owners Email address: _____

Dock Space #: _____

Boat Name: _____

Boat Buddy's name: _____

Boat Buddy's emergency phone number: _____

Yes, by checking this box, I understand and agree with all of the following statements:

I have read the ***OBC Storm Preparedness Plan*** and agree that I have a good understanding of the entire contents of the document and I completely understand my responsibilities as a boat owner to protect my property at the OBC Marina.

I further agree that I have a good working knowledge of the required procedures outlined in the ***OBC Storm Preparedness Plan*** and will cooperate fully with the SCG.

SIGNATURE: _____ Date: _____