

BARRINGTON YACHT CLUB



EMERGENCY PROCEDURES AND STORM PREPAREDNESS PLANS

May 12, 2016

EMERGENCY PROCEDURES

BYC MANAGEMENT
Revised January 2012
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BARRINGTON YACHT CLUB HURRICANE PLAN

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SECTION I

An emergency is any non-routine event in which people or property are endangered, harmed, or damaged and without immediate action, more serious consequences would result.

FIRE

If the fire is small enough, use extinguishers located along each dock, clubhouse, or storage areas. If you are not successful in the first several minutes, call 911 and continue to take action. Do not use water on oil, electrical, or chemical fires.

1. Evacuate the area.
2. Shut off power or nearby mechanical equipment.
3. Assign someone to meet fire department and direct first responders.

PERSONAL INJURY

1. RENDER FIRST AID.
2. CALL 911 IF NECESSARY.
3. DO NOT MOVE PERSON UNLESS ENDANGERED

SINKING VESSEL

Most vessels sink slowly if at the dock, so usually there is time to take action. Call the General Manager and Owner first and then notify Fire Department, if warranted. If there is an associated fuel or oil spill, use emergency booms and pads, provided in dock spill kit. If the sinking vessel presents a hazard such as more fuel or oil leaking into the water, or damage to the docks, call vendor for assistance to refloat the boat and remove it from BYC property. In this case the Owner of the vessel is responsible for all costs incurred. Notify Commodore after action taken.

HAZARDOUS MATERIAL SPILL

1. Notify Club Management immediately and assist in containment.
2. Absorbant boom, pads, and pillows are located in spill kits.
3. Call 911

AFTER AN EMERGENCY

Notify the Insurance Agency if there is any possibility of a claim. In all cases, make sure the Commodore is notified before calling. Gather as much information as possible, names, witnesses, pictures, and write an incident report.

SECTION II

INTRODUCTORY TO HURRICANE PLAN

The BYC Storm Preparedness Plan is an action plan initiated by the Commodore according to pre-set storm criteria. The Plan's purpose is to prepare the Club facilities for a pending hurricane or storm, and assist Club members and staff in protecting boats and Club facilities.

The objective of the plan is to minimize damage to the Club's assets, such as the clubhouse, docks, and other infrastructure and the boats themselves. In many cases, protection of a member's boat is synonymous with protecting the Club's facilities. In other cases it is not and priority will be given to the protection of the Club's facility. The BYC marina is designed to withstand a wider range of storm and tide conditions. However, there may be some events so severe that even with preparation, damages cannot be avoided.

The most severe weather events are predicted well in advance of their occurrence and this plan is designed to be initiated 72 hours prior to the storm landing and to be completed within 48 hours. Since the club is on a peninsula with a maximum land height of approximately 13 feet above water level, a voluntary/mandatory evacuation may be necessary prior to storm landfall. This plan leaves 24 hours to do so. This 24 hour buffer allows members and staff to secure their own properties and families.

All boat owners should have a hurricane plan, which may involve hauling out, mooring on a storm anchor, or taking extra precautions to secure the vessel in the slip. BYC does not recommend any particular plan and does not guarantee the safety of any vessel berthed at the marina. This responsibility rests solely with each owner.

SECTION III

ACTIVATION OF PLAN

The Commodore of Barrington Yacht Club will activate the hurricane plan approximately 72 hours prior to the predicted storm landfall based on the preset criteria outlined in this plan. If the Commodore is not available, responsibility is moved to the Vice Commodore. If the Vice Commodore is not available, responsibility is moved to the Rear Commodore or the House Chairman, in succession. The General Manager has the direct on scene responsibility for the hurricane plan implementation. If the General Manager is not available, responsibility is moved to the Assistant Manager.

SECTION IV

BYC SAFETY POLICY

The overriding consideration in hurricane preparation and decision-making in the Club's Hurricane Preparedness Plan is the safety of members, employees and boat owners. Preventing damage to property is secondary to human safety.

All Club Staff and Volunteers must inform the Office Manager that they are on site and must inform the Office Manager when leaving. This will allow us to maintain the whereabouts of all person's on BYC property.

No one will go out on any dock without wearing a life jacket once the wind speed conditions exceed 45 miles per hour.

Life Jackets will be available at the Club House.

Boat handling ceases when winds reach speed of 40 mph. Launch, recovering, or otherwise handling a boat is unsafe when wind speed reaches 35 mph.

No one should attempt to go out on any dock once the wind speed exceeds 50 mph. A boat owner, employee, or any other authorized person must be accompanied by at least one adult wearing a life jacket and carrying an emergency line.

All activity in marina basin will cease when winds speeds reach 50 mph.

No members are allowed to be in the Barrington Yacht Club Clubhouse or on the BYC property, including the docks, after the General Manager has directed evacuation of the premises. Any boat owner who fails to immediately evacuate is trespassing and does so at their own risk.

Under no circumstance may you ride the hurricane out on Club Property.

All requests from the Barrington Police and Fire Departments and the Barrington Harbor Master must be adhered to and any evacuation order followed.

(Town of Barrington 2004 Natural Hazards Mitigation Plan)

SECTION V

STORM POLICY

The BYC Storm Preparedness Plan may be modified by the Commodore, Vice Commodore, Rear Commodore, House Manager, or General Manager to respond to the expected conditions. Under this plan, the first priority is to protect the Club property and take any action deemed appropriate to meet this goal. **This policy serves as notice to all boat-owning members of specific times when Club resources will not be available to individual members so that those Club resources may be used exclusively to protect Club property.**

HURRICANE TERMINOLOGY

Background

The National Hurricane Center defines the hurricane season in the Atlantic Coast as lasting from June 1st through November 30th. This means that the Barrington Yacht Clubs sailing season occurs within hurricane season.

Definitions

For coastal areas of New England, the National Weather Service issues a Storm Warning when winds of 55-73 mph are expected. A Hurricane Watch is issued when there is a

threat of hurricane conditions with in 24-36 hours, and a Hurricane Warning is issued for a specific coastal area when hurricane conditions are expected within 24 hours or less. Hurricane categories are as follows:

Category 1	Winds 74-95 mph	Sea tidal surge 4-6 feet
Category 2	Winds 96-110 mph	Sea tidal surge 6-8 feet
Category 3	Winds 111-130 mph	Sea tidal surge 9-12 feet
Category 4	Winds 131-155 mph	Sea tidal surge 13-18 feet
Category 5	Winds over 155 mph	Sea tidal surge over 18 feet

Potential Storm Surge

Please refer to the Multi-Hazard Mitigation Plan, pages 60-64, available on the Town of Barrington website.

SECTION VI

BYC PRESEASON PREPAREDNESS

During “Preseason”, prior to June 1st, when hurricane season begins each year, there is no hurricane threat. This is the time that Club Management will review the Plan and update or revise it as necessary. The entire Club grounds and marina basin will be inspected and housekeeping and maintenance will be done with storm readiness in mind.

1. Wet slip and dry storage areas inspected for any pre-hurricane season safety, maintenance and repairs.
2. Buildings and sheds should be inspected for structural integrity and perform any maintenance and/or repairs required.
3. Review and update map showing locations of all hazards, power & gas shutoffs, and any other locations of interest.
4. Develop an inventory list of all items to be removed from Club. (bar, office, kitchen)
5. Keep an adequate inventory of storm gear needed to properly secure docks and ramps.
6. Keep an adequate inventory of storm gear required to secure both the Club house and Dana Rice buildings. (plywood, rope, duct tape, tarps, etc.)
7. Maintain an adequate supply of storm gear to properly outfit staff.

8. Review Barrington Yacht Club insurance policy with regards to adequate storm coverage and policy limitations.
9. Update hurricane contact lists. (boat owners, staff, volunteers, and vendors)
10. Provide all boat owners an updated copy of the BYC Hurricane/Storm Plan.
11. Evaluate prior season and make recommendations for improving the Plan.

IN SEASON

If a storm has developed and could pose a threat to the Northeast, Club Management will continue to monitor the storm and inform the Commodore with regards to the possible threat. If the hurricane tracks toward the region, Club Management will evaluate the storm threat potential. The Commodore, thus informed, will then make the decision with regards to activating the Hurricane Plan.

SECTION VII

CHAIN OF COMMAND

COMMODORE

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

See Section VIII for details

GENERAL MANAGER

The General Manager is delegated authority to direct and supervise the securing of all docked boats, the docks and dry storage areas, related equipment and fuel systems.

See Section VIII for details

ASSISTANT MANAGER

The Assistant Manager is delegated authority to direct and supervise house operations including final securing of the building, sheds, pool, storage areas and all related equipment.

See Section VIII for details

OFFICE MANAGER

The Office Manager is delegated authority to direct and supervise the securing of all financial, historic, and other designated items deemed necessary for evacuation.

See Section VIII for details

SECTION VIII

RESPONSIBILITIES

CLUB EMPLOYEES

Unless instructed otherwise by the General Manager, Club employees will answer to their appropriate supervisor listed above during hurricane response. The launch will be available for extended hours to assure all boats can be serviced; however, launch operations will cease once conditions are determined to be unsafe. (See Section III)

CLUB RESPONSIBILITY

The Club is not responsible for damage to any boat from storms or any other act of God. In the event that a boat is likely to cause bodily harm, loss of life, or damage to property: for example, on fire or sinking, the Club reserves the right to take any prudent action necessary to ensure the safety of its members, employees or property. In fact, once there is a Hurricane Warning in effect, the Club property will be locked down, and closed to all members except those designated by Club Management.

BOAT OWNERS

It is recommended that every member with a boat berthed at the Club (wet or dry) read and understand the Plan and predetermine their own plan of action to take appropriate measures to secure their boat. The management of Barrington Yacht Club strongly recommends evacuation of boats in wet slips and dry storage during times of pending hurricane landfall. The marina is not a viable sanctuary for boats of any type during a direct hurricane hit. The wet slips and dry storage racks are not designed to accommodate boats during extreme winds and/or severe storm surge.

See Section X - Recommended Actions.

See Appendix A – Hold Harmless Agreement

Visiting boats will be encouraged to leave 72 hours prior to landfall.

SECTION IX

STANDARD OPERATING PROCEDURES

The SOP is a checklist of specific tasks and duties to be assigned and completed within the first 48 hours of the implementation of the Hurricane Plan.

COMMODORE

The Commodore will put the Hurricane Plan into effect.

GENERAL MANAGER

The General Manager or designee is delegated authority to implement the plan.

Tasks are as follows:

1. Supervises contact and removal of all Group “A” & “B” boats from the property.
2. Parking, dinghy docks, and dry storage areas are cleared of all boats, trailers, and related equipment.
3. May order the securing of a docked boat or related equipment in the absence of the owner, without liability to the Assistant Manager.
4. Secure area flags, trash cans, carts, fire extinguishers, and other loose items that can be affected by wind.
5. Create a written list of each boat remaining in the marina and mooring field.
6. Gas and diesel dispensers will be disconnected and removed from dock.
7. Secure all Barrington Yacht Club Power Fleet (launches, race, support and STP).
8. Secure both dock and STP sheds with appropriate precautions.
9. Secure all floating docks and ramps.
10. Gas and Diesel Tanks tops to be strapped down to prevent contamination.
11. Secure all flammable, explosive, or other hazardous material in a protected area.
12. Relocate and secure all tools and hardware to upper floors of Dana Rice Building.
13. Confirm readiness of all marina docks and floats.
14. Secure all STP Boats.
15. Checks that all planned tasks have been completed and not overlooked.
16. Conducts final inspection of Club and releases all employees and volunteers.
17. Verify that all employees and volunteers are accounted for.
18. The General Manager directs facility closure and evacuation.

ASSISTANT MANAGER

Tasks are as follows:

1. Ensure that pool furniture is removed and stored in pre-designated areas.
2. Rent two extra large units at A1 Storage and secure rental van – week in advance.
3. All loose objects and pieces of equipment are removed from the grounds.
4. Secure all objects on land which could float with flooding.
5. Ensure tables, benches, trash cans, etc are removed and stored.
6. Remove large signs, antennas or other removable items subject to wind damage.
7. Pool pumps are shut off, valves closed, electricity shut off.
8. Remove all awnings and dismantle tents, secure grills and portable bar.
9. Ice machines/soda machine are disconnected from electrical supply and secured.
10. Clubhouse power, water, and gas are turned off. (notify fire department)
11. Windows and doors will be secured by means necessary to protect their integrity.
12. Food that will spoil will be removed from the property.
13. Secure and evacuate all Bar Supplies, Liquor, and POS Terminals.

14. Secure and evacuate all House Supplies, Loose Rugs, Displayed Licenses, etc.
15. Secure and evacuate all items located in Retail Storage closet.
16. Secure Dana Rice Building including pool & snack bar.

OFFICE MANAGER

Tasks are as follows:

1. Responsible for establishing & maintaining contact with all potentially affected boat owning members. (log each call)
2. Initiate proper online “Hurricane/Storm” notification.
3. Maintains a log of all employees and volunteers on Club property.
4. Secure transportation (rental van) to remove all necessary items from Club.
5. Post storm information on bulletin board in the lobby. (storm notice posting)
6. Back up computer files and print out general ledger to date.
7. Process and mail all outgoing mail, cancel any vendor deliveries.
8. Remove essential office equipment, files and records from Club House.
9. Oversee the packaging of all Trophies, Paintings, Books, and Antiques.
10. Prior to leaving, places appropriate answering machine message.

ALL STAFF & VOLUNTEERS

Tasks are as follows:

1. Will be responsible for the completion of any tasks assigned from the SOP.

SECTION X

BOAT DESIGNATION

GROUP A: Dinghies (including sunfish, kayaks, inflatables and related equipment) on the dinghy docks as well as other boats and boats on trailers in the dry storage area or parking lot. Also, trailers without boats and other boating equipment on Club property.

GROUP B: All Club owned vessels.

GROUP C: Boats at Barrington Yacht Club Docks.

GROUP D: Boats on Town of Barrington Moorings.

BOAT OWNERS ACTION PLAN

Group “A” boat removal will begin 72 hours prior and completed 24 hours prior to landfall. Boat owners of these groups should begin removal of the boats from the Club property immediately after notification and awareness of an approaching Hurricane. Boat owners are responsible for monitoring weather forecasts and initiating this action on their own, even if they have not been directly contacted by Barrington Yacht Club Staff.

Group “A” boats will not be secured on the grass areas or parking lots, or tied to utility poles or building pilings.

Trailerable boats belonging to members must be removed from Club property.

Group “B” boats will be either be removed or secured on Club property

ALL BOATS AND EQUIPMENT IN GROUP “A” BELONGING TO MEMBERS NOT RESPONDING TO THE STORM PLAN MAY BE MOVED FROM CLUB PROPERTY BY WHATEVER MEANS NECESSARY.

Group “C” & “D” Boat owners are responsible for necessary labor, line, tools and tackle to secure or evacuate their boats.

WHEN A BOAT REMAINS AT THE BARRINGTON YACHT CLUB MARINA, THE BOAT OWNER IS LIABLE FOR ANY DAMAGE TO CLUB PROPERTY AND DOCKS, AS WELL AS TO OTHER PERSON’S BOATS OR PROPERTY, CAUSED BY THE BOAT OWNER’S VESSEL. (SEE PART 8 AND 13 OF RENTAL AGREEMENT)

SECTION XI

RECOMMENDED ACTIONS

Alternate Dockage Site

Boat owner’s, at their sole discretion, may move their boat from the Barrington Yacht Club docks prior to any closing of the facility for storm preparations.

Berthing

All boats (south marina) should be moored stern-to the dock. This allows the bow to take the weather as designed. Set fenders appropriately in case lines shift or part.

Doubling the lines

It is recommended that the owner double the dock lines going one size larger for the second set of lines, and double fore and aft spring lines.

Chafing Gear

Special attention should be given to avoiding chafing which is the single most critical failure point in mooring lines. A successful chafing gear system might include ¾” three strand nylon inside a 1” thick neoprene hose.

Shore Power Cords

Should be removed from pedestals or hose reels, as the power will be turned off.

Storm Surge Tide and Flooding

Dock and spring lines should be secured to accommodate the predicted tide surge. Dock line should not be secured directly to the pilings in a way that fails to contemplate the moving of the docks up and down the pilings.

Water Tight Integrity

Enhance the water tight integrity of your boat, both above and below the water line. Seal windows, doors and hatches with duct tape. Shut sea cocks and cap off or plug unvalved fittings such as sink drains. Assure bilge has battery backup.

Reduce Windage

Take all necessary steps to reduce windage and avoid flying objects for which the boat owner would be liable. Remove all sails including self-furling jibs and running rigging, life rings and other loose gear. Remove bimini tops and enclosures. Secure all radio antennas and hatches.

Stripping the Boat

Remove all legal documentation such as registration, insurance policy, rental agreement. Maintain an inventory list of both the items removed and those left on board.

Insurance

Verify that your boat is adequately insured. (See Part 8 of Rental Agreement)

SECTION XII

RECOVERY ACTIONS

Barrington Yacht Club personnel are expected to return to the Club soon as possible to begin the cleanup process and to return the marina to operating conditions. Club Management and Flag Officers will conduct the following actions:

1. Be aware of possible downed electrical wires which should be considered “HOT” and avoid these areas until power company has deemed safe.
2. Conduct a safety inspection and document damages photographically.
3. Fueling dock and tanks should be checked for leaking gasoline or diesel fuel.
4. Check for leaking natural gas in and around building.
5. Clearly mark and blockade all hazardous areas on property.
6. Evaluate docks, pilings, ramps for necessary maintenance and/or repairs.
7. Evaluate all boats in marina basin for damage, document, notify owner.
8. Inspect both dry and wet storage areas for needed maintenance and/or repairs.
9. Take reasonable measures to prevent further losses to Club property.
10. Restore offices to operation as soon as possible.
11. Report condition of Club and recommended repairs to the Commodore.
12. Determine the priorities for getting the Club back in business.
13. Prepare written report on damages and review insurance policy if necessary.
14. Contact repair and salvage companies if required.

APPENDIX A

HOLD HARMLESS AGREEMENT

The renter agrees to hold harmless Barrington Yacht Club, its officers, employees and members, for accidental damage caused when the Club takes prudent emergency action before or during a storm and for salvage works done by the Club or salvage contractors. Emergency storm preparations and salvage operations include any activity which Club management deems necessary to protect persons from injury or property from damage, other than intentional acts that clearly increase the potential for damage to the member's boat.

Section 9 of Rental Agreement:

The lessee does hereby release the Barrington Yacht Club and any and all of its officers, directors, members, and employees from any liability and/or damage to the lessee or the lessee's property, including the lessee's boat arising as a result of the lessee's occupancy and use of any slip, dock, float, or facility. The lessee assumes all risk of injury and damage to any person and property whether caused by negligence or otherwise.

APPENDIX B

PRIMARY CONTACT NUMBERS

Rhode Island Department of Environmental Management
(401) 277-2284

US Coast Guard Marine Safety Office
(401) 435-2300

Barrington Fire Department
(401) 247-1911

National Response Center (hotline)
(800) 424-8802

Town of Barrington Harbor Master – Ray Sousa
(401) 437-3930

Town of Barrington Harbor Commission
(401) 247-1900

Barrington Yacht Club
(401) 245-1181

BYC Commodore
(401) 529-6992 – David Materne

General Manager – Scott Nichols
(401) 263-8501 (24hrs)

Office Manager – Roberta Sullivan
(401) 946-6580

Assistant Manager – Alexandra Johns
(401) 787-2318