



Brown & Brown

THE
BURGEE
PROGRAM



Hurricane Preparation Response Plan

Template for Sailing Organizations

Sailing Organization/Club Name
Address

Updated By: *Name, Month XX, YEAR*



Please reach out to the Burgee Program team
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editable Word Document version

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Introduction

The Hurricane Plan is a pre-determined action plan that will be initiated by the Commodore when there is a hurricane or storm threatening the Club and its employees, members, and facilities.

The primary objectives of this Hurricane Plan are to ensure the safety of all people associated with the Club, and to minimize damage to the Club's facilities and the member's boats.

The Plan is designed to be initiated 72 hours prior to the storm making landfall, and to be completed within the next 48 hours. The Plan leaves 24 hours prior to landfall to allow for possible evacuations from the area and other unexpected circumstances.

Updating: Each club or organization using this Plan should customize the document to meet the unique needs of their own facility, boats, and property. All **[HIGHLIGHTED]** text, team information, action plan details, and contact information should be reviewed and updated annually, prior to June 1st. Once the document has been updated for the current year a copy of it should be emailed to all members/staff. All Flag Officers and Hurricane Response Team members should also be given a hard copy of the document.

Part A: Preseason Preparation

Hurricane Terminology.

Hurricane season in the Atlantic begins on June 1st and ends November 30th.

- **A Hurricane Watch** is issued for a specific area by the National Weather Service when the onset of hurricane conditions is possible within 48 hours.
- **A Hurricane Warning** is issued for a specific area by the National Weather Service when the onset of hurricane conditions is expected within 36 hours or less.
- **A Major Hurricane** is classified as a Category 3 or higher.

SAFFIR-SIMPSON HURRICANE WIND SCALE (scale updated in 2012 by NHC):

Category	Winds	Summary
1	74-95 mph 64-82 knots	Very dangerous winds will produce some damage
2	96-110 mph 83-95 knots	Extremely dangerous winds will cause extensive damage
3	111-129 mph 96-112 knots	Devastating damage will occur
4	130-156 mph 113-136 knots	Catastrophic damage will occur
5	157 mph or higher 137 knots or higher	Catastrophic damage will occur

A Hurricane is not only a wind event; it is also a flood/surge event. In addition to wind damage, there is significant risk of damage and loss of assets from flooding, water pressure, surging.

Activation & The Hurricane Response Team.

The Commodore of [CLUB NAME] will make the formal decisions to activate The Hurricane Plan approximately 72 hours prior to the onset of a severe storm or hurricane in the geographic vicinity of the Club. If the Commodore is not available, the person responsible for activating The Plan will be determined by the Chain of Command table below.

Prior to the start of the Hurricane Season (by June 1st) the Club will name a Hurricane Response Team (HRT). It may be appropriate for the same person to assume more than one role on the team. The team should always have a minimum of 3 people on it.

The Hurricane Response Team and/or the Commodore may modify The Plan to respond to any and all unexpected storm conditions. Chain of Command, Hurricane Response Team, and Insurance Contact/Claims information should be updated prior to June 1st each year. Hard copies should be printed and distributed.

Chain of Command for Activation: Updated [DATE]

Order	Title	Name	Email	Cell Phone #
1	Commodore			
2	Vice Commodore			
3	Rear Commodore			
4	General Manager			
5				
6				

Hurricane Response Team: Updated [DATE]

Role Title	Name	Email	Cell Phone #
Hurricane Team Leader			
Communications Leader			
Club-Owned Boats Leader			
Member-Owned Boats Leader			
Facilities/Property Leader			
OTHER			



Insurance Company Information: Updated [DATE]

Agent: [NAME]

Insurance Carrier: [NAME]

Carrier Claims Phone #: [PHONE]

Communication.

Club members and staff will be notified that The Hurricane Plan is being “activated” by email and/or text message. It is critical that all members have a current email address(s), cell phone number, and home phone number on record with the Club. Prior to storm season each year the Club should update their email lists, cell phone lists, and test the process for sending group emails and/or text communications to the membership.

During the 48 hours of storm preparation, the HRT’s Communication Manager [NAME] will be responsible for providing updates to members and staff by email, text message, and on the Club’s website. In the case that certain boat owners with boats stored at the club do not use email/text they should request to be contacted on a specified land-line phone number.

After a hurricane, it is possible that cell, email, and/or landline phone communications might not be possible. The HRT should have a plan in place for alternate communications, including a predetermined in-person meeting place/time after the storm passes.

- Hurricane Team Leader: [NAME, CELL PHONE]
- Club’s Main Phone Line: [PHONE]
- Club’s Website URL: [www.INSERT.com]

Pre-Season Preparedness.

Before the Hurricane Season (prior to June 1st) the flag officers and club staff should review The Plan and update/revise the plan as necessary. General storm readiness factors should be addressed when early season housekeeping and maintenance is being addressed.

Early Season Storm Readiness Steps (To Be Completed Prior To June 1st Each Year):

- Provide all Club members with an updated copy of the Club’s Hurricane Plan.
- Review the Club’s insurance policy with regards to adequate flood and wind insurance and know your policy’s limitations.
- Photograph or video all Club property including buildings (inside and out), docks, artwork, valuables, equipment, and boats. Make sure the Commodore and an additional member of the HRT have a copy of all current photos/videos.
- Club Property:
 - Inspect all wet slips and docks and conduct necessary maintenance and repairs.
 - Inspect all launching ramps, cranes, and lifts, and conduct necessary maintenance and repairs.
 - Inspect all dry storage areas and conduct necessary maintenance and repairs.



- Inspect all moorings and conduct necessary maintenance and repairs.
 - Inspect all buildings for structural integrity and conduct necessary maintenance and repairs.
 - Create a map which highlights the locations of all hazards, power shutoffs, gas shutoffs, water shutoffs, sanitation system cap-offs, etc. Provide the HRT with a hard copy of the map.
- Check generators, fuel lines, fuel supply, and filters to make sure all are functional and that there is enough fuel to use them.
 - Update the action plans for securing the Club/Property (found in SECTION VIII)
 - Update the action plans for securing the Club-Owned Boats (found in APPENDIX B)
 - Inventory supplies for securing Club-assets:
 - Maintain an adequate inventory of supplies needed to safely secure docks, ramps, and Club-owned boats. Include extra lines of all sizes/lengths, chaffing gear, fenders, extra mooring lines, anchors, manual bilge pumps, duct-tape, packing materials, heavy duty tools, etc.
 - Maintain an adequate inventory of the supplies required to secure all Club buildings and heavy objects (including lines, plywood, fasteners, tape, locks, etc.)
 - Prepare and update the Club's Hurricane Kit with the following supplies each year:
 - High-powered flashlights with adequate extra fresh batteries (test yearly)
 - Emergency high-intensity lights
 - Nylon lines of various diameters and lengths
 - Emergency water containers
 - Automatically deployed life harness with tether rings
 - VHF handheld radios
 - Emergency back-up generators (test regularly)
 - Formulate a plan for obtaining and storing back-up generator fuel (if required)

Part B: Storm Period

Part B of this document details the steps to be taken when The Hurricane Plan has been activated. In most cases actions will begin 72 hours prior to the predicted storm landfall and be completed 24 hours prior to storm landfall. Members will be notified that the Plan has been activated by email and/or text message. When a storm is in the vicinity, all Flag Officers and Hurricane Response Team members should make sure to have a hard copy of the current year's Plan.

Safety Rules.

The primary objective during preparation and decision-making when The Plan is activated is the safety of lives. Preventing damage to club and member property is secondary to human safety.

- **During all storm preparations**, no one will be allowed on the docks, piers, or floats without wearing a life jacket.
- **When wind speeds are over 35 mph**, no one will be allowed on the docks, piers, or floats without wearing a life jacket.
- **When wind speeds are over 45 mph**, all on-water boat handling activity must cease.
- **When wind speeds are over 55 mph** no one will be allowed on the docks, piers, or floats.
- **Under no circumstance** may members ride out the hurricane on Club property, Club boats, or member owned boats.

Boat Owner Actions.

All member owned boats, Club-owned boats, and guest boats typically fall into these 4 TYPES below. Prior to hurricane season all boat owners need to understand what is required of their BOAT-TYPE. If members have questions about what is required for their specific boat type, these questions should be raised and addressed prior to hurricane season.

- **“TYPE A” Boats:** All member owned boats that can be transported by hand, dolly, or trailer – including optimists, windsurfers, paddleboards, runabouts, small sailboats, dinghies, row boats, inflatables, kayaks, tubes, and all related equipment. This pertains to boats on the dinghy docks, in the racks, in the dry storage area, and in the parking lot(s).
- **“TYPE B” Boats:** All Club-owned boats (including RC boats, JR sailing motor boats, small-boat fleets, keel boats, launches, etc.)
- **“TYPE C” Boats:** All member and visitor boats in water, secured to slips or docks.
- **“TYPE D” Boats:** All member and visitor boats on moorings.

“Type A” Boat Plan

Type A boat owners should begin removal 72 hours prior to the predicted storm landfall and complete the removal 24 hours prior to storm landfall. Boat owners in this group are responsible for monitoring severe weather forecasts and should initiate this action on their own, even if they have not been directly contacted by the Club or the HRT.

- **Responsibility:** Individual boat owners
- **Questions:** Directed to the HRT “Member-Owned Boats Leader”

“Type B” Boat Plan

Club-owned boats need to be secured for the storm or removed according to the plan detailed in Appendix B. The plan should begin 72 hours prior to the predicted storm landfall and be completed 24 hours prior to storm landfall.

- **Responsibility:** The HRT “Club-Owned Boats Leader”. This person will work with a pre-determined team of staff and volunteers to get the boats secured according to plan.
- **Questions:** Directed to the HRT “Club-Owned Boats Leader”

“Type C” Boat Plan

All visiting boats at the dock are required to be removed 72 hours prior to predicted storm landfall. Members with boats in the water that are secured to the Club’s docks/slips should begin removing their boats 72 hours prior to the predicted storm landfall and complete the process 24 hours prior to storm landfall. Members are responsible for their own labor and transportation required to remove/relocate their boats. Appendix A provides some guidelines for securing boats during a severe storm.

- **Responsibility:** Individual boat owners
- **Questions:** Directed to the HRT “Member-Owned Boats Leader”

“Type D” Boat Plan

All visiting boats on moorings are required to be removed 72 hours prior to predicted storm landfall. Members with boats on moorings should begin securing or relocating their boats 72 hours prior to the predicted storm landfall and complete the process 24 hours prior to storm landfall. Boats that are remaining on moorings are required to have a secondary (back-up) stainless steel wire storm pennant. Members are responsible for their own labor, tools, storm gear, stainless steel storm pennant, lines/chafe gear, bumpers, and time required to safely secure or relocate their boats. Under no circumstance may members ride out the hurricane on their boat. Appendix A provides some best practices for securing boats during a severe storm.

- **Responsibility:** Individual boat owners
- **Questions:** Directed to the HRT “Member-Owned Boats Leader”

Securing the Club & Property.

When the Hurricane Plan is activated the following list of tasks and activities will need to be completed by the HRT, staff, and volunteers. The tasks are broken into four categories: Grounds, Buildings/Contents, Office/Information, and Docks/Piers. At the beginning of each season these task lists should be updated and responsibilities should be reviewed and re-assigned if necessary. Consider extreme winds, flying objects, flooding, water pressure, and water surging when formulating the plan for safely removing and relocating assets.

The final tasks before the last HRT member vacates the property should be to shut off gas/electric/water*, lock the buildings, and lock the entrance gate.

Part A - Grounds

Oversight responsibility assigned to: **[INSERT NAME]**

Task <i>(description of task/duty)</i>	Removal Plan <i>(where to and/or how)</i>	Responsibility <i>(who will do this)</i>
Remove and put away all tents and awnings		
Take down and put away any removable flag poles		
Put away outdoor furniture		
Put away all trash cans, dumpsters, and portable grills		
Remove all loose objects		
Close up the pool (shut off pumps, close valves, turn off electricity, etc.)		
Close or cap waste and sanitary systems and tanks		
Secure all flammable, explosive, or other hazardous materials		
Make sure all above ground fuel tanks (including bottled gas) are sufficiently secured and anchored		
Take down large signs, antennas or other removable items subject to wind damage		
Shut-off water*		
Shut-off power*		
Shut-off gas*		
Lock entrance gate		

*Shut-off policies should be determined at the club/facility level, as every facility is wired and set-up differently.

Part B – Building & Contents

Oversight responsibility assigned to: **[INSERT NAME]**

Task <i>(description of task/duty)</i>	Action Plan <i>(where to and/or how)</i>	Responsibility <i>(who will do this)</i>
Close and secure all windows		
Board up or shutter large glass windows and doors		
Remove or relocate all trophies		
Close up roof and wall vents so water can not enter		
Make sure vents and air conditioner units are properly secured to the building		
Remove or relocate all fine arts, books, and photographs		
Remove or relocate all historic artifacts and antiques		
Remove all food that will spoil		
Remove all alcoholic beverages		
Remove or relocate valuable kitchen equipment if possible		
Disconnect all kitchen equipment that can not be relocated		
Remove or relocate general maintenance tools		
Remove or relocate mooring room supplies/tools		
Remove or secure outdoor ice machines		
Lock buildings		

Part C – Office/Information

Oversight responsibility assigned to: **[INSERT NAME]**

Task <i>(description of task/duty)</i>	Action Plan <i>(where to and/or how)</i>	Responsibility <i>(who will do this)</i>
Back-up computer files/logs		
Print out ledger files (year to date)		
Print out a hard copy of membership list with contact information		
Print out vendor/supplier list with contact information		
Print out staff contact list with contact information		
Cancel any vendor deliveries		
Remove or relocate office electronic equipment (computers, printers, phone systems)		
Remove or relocate key paper files and records (if stored on site, paper files should be in water tight plastic containers and stored up high)		

Part D – Docks, Floats, Piers & Dry Storage Areas

Oversight responsibility assigned to: **[INSERT NAME]**

Task <i>(description of task/duty)</i>	Action Plan <i>(where to and/or how)</i>	Responsibility <i>(who will do this)</i>
Ensure boat racks and parking lots are cleared		
Remove all loose items (lines, hoses, spare boat parts, trash cans, etc.)		
Re-contact all boat owners who have not removed their boats from the property/docks/racks		
Create a written list of all boats left in wet storage slips and mooring field		
Disconnect and remove all fuel/gas/diesel dispensers		
Remove ramps		
Remove floating docks		
Make sure boats, docks, ramps, and furniture that are relocated to land will not float away from flooding and surge		
Shut off crane/lift(s)		
Remove motor from crane		
Remove all electrical equipment from dock/launch sheds		
Manually turn off fuel lines at head of dock		
Turn off all power to docks		

Storm Recovery.

A visual inspection of the Club's grounds, buildings, docks, and property should be made as soon as practicable to determine conditions, damages and security of the Club.

Initial Inspection Safety Guidelines:

- Conduct a preliminary inspection to verify stability before entering a flooded, formerly flooded or wind-damaged building. If there is extensive damage, have a professional engineer or architect certify that the structures are safe to enter.
- Be aware of possible downed electrical wires, which should be considered "hot" and avoided until the power company services the wires.
- Do not attempt to drive across flowing water.
- Stay away from standing water. It may be electrically charged from underground or downed power lines.
- Have professionals check gas, water and electrical lines and appliances for damage before restarting.
- Check all Club locations that use electricity (buildings, kitchen/galley, office, launch shed, docks, etc.) prior to turning on the main power switch.

Detailed Assessments

As soon as the Club has been deemed safe, a complete inspection of the buildings, docks, property, and boats should be conducted. Documentation of damage should be detailed and include photographs and/or video. Any identified losses or damages should be reported immediately to the HRT and the Club's insurance agent.

If there has been any theft or vandalism loss or damage to the facility, other than storm related, a report needs to be made to the harbormaster and/or police. The incident report number and, if possible, a copy of the incident report, should be obtained from the harbormaster to substantiate any insurance claims or loss reporting.

Repair Planning

After making damage assessments, a repair plan should be developed as soon as possible. It is understood that even though immediate repairs may need to be done, all actions taken during the course of repairs prior to any insurance adjustment need to be coordinated with the claims adjustor, properly documented, and appropriately filed.

Appendix

Appendix A: Guidelines for Securing Boats.

The following check-list includes some recommended actions for securing your boat(s). Every boat/situation is unique; it is up to the boat owner to determine the best and safest solution for their own boat(s).

- Use larger diameter than normal nylon line for doubling up and securing boat to dock or moorings.
- Boats that are remaining on moorings should have a secondary (back-up) stainless steel wire storm pennant.
- Check that mooring tackle and pennants meet or exceed harbor requirements (enough weight, properly set, inspected, scope enough for surge and high waves, etc.)
- Make sure lines will not slip off/over pilings if the surge is predicted to be excessive.
- If boat is on a trailer, secure the boat to the trailer, and secure the trailer to large, fixed objects. Think about wind and flooding when securing your boat.
- For light weight trailer boats, consider letting out some air in the tires and filling the boat with about one-third full of water to help hold it down.
- Install good chafing gear everywhere lines will rub (chocks, deck edges, crossing lines, etc.)
- Ensure cleats and fair leads are secured with substantial backing plates.
- Install extra fenders/bumpers.
- Inspect bilge pump(s), batteries, cockpit drains.
- Assure bilges have a battery back-up.
- Inspect and secure hatches, portholes, antennas, and doors.
- Close fuel lines and all thru-hull fittings (except drains).
- Remove all legal documentation from the boat.
- Take home all removable electronic equipment and valuables from the boat.
- Take down mast whenever possible.
- Remove all sails including self-furling jibs.
- Remove all loose items from decks and open cockpit compartments.

Appendix B: Plan for Removing/Relocating Club-Owned Boats.

This plan should be reviewed and updated each year, before hurricane season. The team of volunteers/staff to help get this done should also be updated yearly. Consider extreme winds, flying objects, flooding, and water surging when formulating the plan for safely removing and storing the club-owned boats.

Oversight responsibility assigned to: **[INSERT TITLE & NAME]**

Boat Name and Type <i>(mnf, length, etc.)</i>	Plan of Action	Primary Responsibility <i>(who will oversee this)</i>

Volunteers to Help Secure Club-Owned Boats	
Name	Contact Number

Staff to Help Secure Club-Owned Boats	
Name	Contact Number



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