

**Beverly Yacht Club**  
**Major Storm Preparation Plan**  
*(Updated as of May, 2024)*

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# Beverly Yacht Club

## Major Storm Preparedness Plan

### I. INTRODUCTION

The Atlantic hurricane season begins on June 1 and continues through November 30. There is potential for the Beverly Yacht Club (BYC) being impacted by a storm due to the Club's location on Buzzards Bay. In addition, a major storm can occur at any time of year. In light of this fact, an understanding of the fundamental threats of a hurricane **or** tropical storm or major storm will help Club members and employees prepare in such a way that will mitigate the likelihood of property damage and loss, injury, and fatality.

This document is intended to be fluid and updated periodically, but no less frequently than every two years, correlating with the change in Flag Officers and/or General Manager. Additionally, the document should be posted on the BYC website.

**Mission Statement:** To preserve Beverly Yacht Club's heritage and protect its assets through the implementation of the **Major Storm Preparedness Plan** prior to the storm, and through aggressive damage control after the storm. Paramount to this mission is the safety of members, staff or anyone rendering assistance.

### Emergency Management Team Contact Information:

<b>Flags and Officers and Port Captain</b>	Mary Pierce <i>Commodore</i>	(508) 748-0403 (Home) (508)789-6313 (Cell) Pierce.maryh@gmail.com	Bonnie Kirchner, <i>Treasurer</i>	(508) 748-0727 (Home) (617) 990-6634 (Cell) Bonnie_kirchner@yahoo.com
	Kym Lee <i>Vice Commodore</i>	(508) 748-3125 (Home) (508) 395-2394 (Cell) Kym8251@gmail.com	Becky Tougas <i>Secretary</i>	(774) 271-0098 beckrotti@yahoo.com
	Sam Vineyard, <i>Rear Commodore</i>	(508) 758-2330 (Home) (508) 748-2352 (Cell) Vineyard235@gmail.com	Andy Bigham <i>Port Captain</i>	(617) 872-0111 Fstbrk.bigham@gmail.com
<b>Club Management</b>	Bob Shorter, <i>General Manager</i>	(508) 748-0540 (Club) (909) 841-3740 rshorter@beverlyyachtclub.org	Sam Lyons, <i>Waterfront Director</i>	774-271-1329 waterfront@beverlyyachtclub.org
<b>Restaurant / Facilities</b>	Ashley Sadler, <i>Executive Chef</i>	508-254-1620 chef@beverlyyachtclub.org	<b>Marion Harbormaster (NonStaff)</b>	Adam Murphy (508) 748-3535 Ch. 16 amurphy@marionma.gov

## OVERVIEW

The purpose of the Beverly Yacht Club's Major Storm Preparedness Plan ("MSPP") is to prepare Club staff and members for any storm that poses the threat of damage with clear and precise instructions. It is intended to be updated as necessary and remain fluid in concept.

This MSPP provides an effective guide for the preparation of the BYC in order to protect against, and minimize, damage to the Club's facilities and vessels from threats from natural storms, such as hurricanes, tropical storms and other violent weather events. The Club has no liability or responsibility for members' boats; every vessel owner is responsible for its individual plan to secure their boat in the event of an impending storm.

While the MSPP seeks to prevent and minimize damage to Club facilities, protection of property is superseded by the consideration for the protection of Club members and employees; preventing damaging to property is secondary to the primary goal of ensuring personal safety.

The plan is intended to be dynamic and this precludes it from being rigid or all-inclusive; it is a guideline, not a constraint. It is designed to be activated 72 hours prior to the forecast arrival of a storm and to be completed within 48 hours of its activation.

The Club is located on the waterfront on a harbor than can act as a "funnel" for storm surge water, which historically has made BYC's location susceptible to flooding. In light of this, a voluntary or mandatory evacuation of both the Club and its residential surrounding area may become necessary prior to the arrival of a storm. The MSPP's design leaves 24 hours prior to the forecast arrival of a major storm to complete an evacuation, allowing members and staff time to secure their own properties and families.

A list of Appendices depicting BYC action plan by area is included in this MSPP; a more detailed flow of actions (Appendix C) and discrete files are embedded in this document. The MSPP is listed on the BYC website under the Weather & Tides drop-down tab, or by visiting <https://beverlyyachtclub.org/byc-storm-plan>.

## Key Assumptions

The following are the critical assumptions under the plan including:

### *Weather*

- Poor weather either side of the storm will impact tasks in terms of duration, manpower and safety issues.
- The longer tasks take, the fewer can be completed.

### *Time Window*

- Priorities shall be established on the assumption that there will not be time (or manpower) to do everything that should be done.
- No less than six hours before the arrival of the storm, staff and volunteers will be released from preparation duties to allow them time to get home or elsewhere safely and to attend to their personal preparations.
- The first few hours after the storm may be a critical period for stop-loss damage control. Staff may be unable to return to BYC in time to participate in this effort.

### *Staffing / Assistance*

- BYC staff will be the backbone of the implementation effort, supplemented by the volunteer efforts of members:
  - Year-round staff:
    - Shall be trained on, and be knowledgeable, about the MSPP for their primary area.
    - Shall be cross-trained in areas of responsibility as applicable as a secondary backup.
  - Seasonal staff:
    - Will provide a large block of manpower if a storm threat occurs in-season.
    - Will be deployed as needed, regardless of their regular duties.
  - Volunteers:
    - It is critical that volunteers are recruited at the beginning of each club season, experience/capability levels established, and two means of contact information provided.
    - Volunteers will be used to assist staff in pre-storm preparations.
    - Club volunteers may be the only resources available in the key hours during and after the storm when action is needed to prevent further damage to assets.

### *Community*

- The town and region will be full of activity. Roadways could be congested with general traffic and the movement of boats inland.
- Stores will be crowded, quickly running out of key items. Critical material such as plywood, nails, rope, tent stakes, tarps, packing material and duct tape must be identified, acquired and inventoried on-site prior to need in anticipation of an unpredictable future event.
- By the time the event is identified, it may be too late to obtain the materials, thus this should be done preseason.
- Stress levels will be elevated.

## **II. PLAN IMPLEMENTATION**

It is essential to the proper functioning of the MSPP that all preparations are made before the hurricane season begins. This process begins immediately after the conclusion of the preceding storm season. If the plan was implemented during the previous season, or if the legitimate threat of a storm caused serious consideration of implementation of the MSPP, the process including if a decision was made to not implement— should be reviewed in detail by the Flags, General Manager, and Safety Committee. An 'After Action Report' should be filed that analyzes the effectiveness of the MSPP and provides recommendations to improve or correct the plan should flaws be identified. These corrections should be made and the MSPP updated prior to the start of the next season.

## Preseason Preparations

### Emergency Management Team

- Prior to the season beginning, the Club will name an Emergency Management Team (EMT) consisting of the Flag Officers and Club Manager. The team should consist of a minimum of three people. The EMT and/or the Commodore may modify the MSPP to respond to any and all unexpected storm conditions.
- Prior to the season, a request for volunteers will be broadcast and names, email addresses and cell phone numbers of all who volunteer will be collected.

### Member and Employee Contact Information

- Ensure that all member and employee contact information is up to date and entered into the BYC database.
- A physical copy of this contact information should be available in the eventuality that power is lost and access to a database is not possible.
- An up to date list of all employees who live in the immediate area is necessary and must be updated each year.
- A list of Volunteers with their emails and phone numbers should be distributed prior to the pending storm and available onsite in hard copy.

### Club Facility Inspection

- It is imperative that the clubhouse, grounds, and docks, both main and junior floats, are inspected prior to the start of, and during the season.
- Instances where structural integrity is found to be compromised should be resolved on an ongoing basis.

### Facility Map

- A schematic or map displaying the locations of all hazards, shutoffs for gas, electrical, and plumbing systems, and other locations deemed to be of importance should be created and updated regularly.

### Protected Inventory

- Maintain an updated inventory list for items that need to be removed from or protected within the Club (e.g. the Club network server, trophies, artwork, etc).
- 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 EMT have a copy of all current photos/videos.

### Essential Supplies

- Maintain an adequate supply of storm gear to outfit staff.
- Maintain an adequate supply of storm supplies to secure the Club (plywood, fasteners, hammer, screwdrivers, power drill, charged drill batteries, duct tape, rope, tarp, chainsaw, gas, oil, etc.)
- Assemble an emergency kit consisting of a large cooler with labeled emergency supplies (flashlights, batteries, bottled water, matches, first aid kit, propane, line, VHF radios, high-intensity lights, life jackets).

### Insurance

- Review Club insurance policy with regards to adequate storm coverage and policy limitations. (last completed 1Q24).

## **In-Season Preparation**

At the beginning of the season, EMT should convene to review the MSPP. All lists of necessary supplies and contact information should be double-checked and a thorough inspection of all Club facilities should be conducted. Additionally, discuss timing for ceasing club operations including launch service, when to haul launches, and Commodores.

If a storm has developed and poses a potential threat to Massachusetts and Rhode Island, the Club manager will monitor the storm and consult with the Commodore and other Flag Officers regarding a possible response to the storm. If the storm tracks toward the region, the Commodore and the club manager will evaluate the storm threat potential, and the Commodore will then decide whether or not to activate the MSPP. When the MSPP is activated, the Port Captain will contact all on the volunteer list to ascertain who is available.

### **III. STORM PERIOD**

The primary objective during preparation and decision-making when the MSPP is activated is the safety of lives. Preventing damage to club and member property is secondary to human safety. The following restrictions will be maintained:

- **If it is dark**, 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 or Club boats, or member owned boats.

## **Activation of the MSPP**

Activation of the MSPP will be determined by BYC General Manager (GM), in conjunction with the Commodore, approximately 72 hours prior to the forecast arrival of a storm. If the Commodore is not available, responsibility will be passed to the next highest-ranking available Flag Officer. The GM will assume the direct on-site responsibility for implementing the plan. The Webb Bar is the designated 'Command Post' due to its centralized location until a hurricane is designated. If the MSPP is activated, staff and volunteers will convene in the Command Post. The GM will dictate the timing and assignments based on prepared checklists to be distributed to staff.

## **Communications**

Club members and staff will be notified that MSPP is being "activated" via email, with instructions to view the BYC Facebook page in the event the server is down. 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 General Manager will be responsible for providing updates to members and staff by email 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.

(Space intentional)

## Securing the Club and Property

### Storm WATCH Issued (completed within 48 hours of storm arrival)

All Departments	Check flashlights, batteries, matches and back up chargers for cell phones
	Ensure cell phones are fully charged and voice mail is empty to allow for incoming messages; voice mail should be monitored. Cell phones can be recharged by plugging into cars.
	Monitor local and regional weather updates
Commodore / General Manager	Prepare automated communication of Club status to members and employees through recorded and written notices, social media, etc.
	Record instructions for employees on club voicemail (to include key cell phone numbers)
	Commodore / General Manager to send out e-mail to membership noting this will be the main communication medium with default to BYC Facebook Page
	Port Captain/ Commodore/General Manager email storm volunteer list to enlist assistance.
	Disperse Clubhouse radios to Emergency Team
	General Manager to ensure server back up.
	Identify employees who may not be able to reach their homes.
Vice Commodore / Chef	Ensure accessibility to all gas, electrical, and water shutoffs
	Discard/distribute foods that will spoil
	Secure all inventory and systems; remove bottles from The Webb Bar window; move chairs indoors
	Cancel vendor deliveries
	Secure outdoor displayed licenses
	Maintain low pars of products prior to hurricane
	Ensure that members are contacted in the event that scheduled events are cancelled
	Secure non-perishable food items, bottled water, and sanitary items
	Secure refrigerated truck or generator if required
Maintenance: Vice Commodore / ?)	Ensure accessibility to all gas, electrical, and water shutoffs
	Remove/secure all loose hardware
	Ensure gas, oil levels, and required supplies for opening
	Check all exhaust fans and outdoor equipment for attachment and security
	Secure/relocate all outdoor objects which may fly or float away (furniture, signage, etc.)
	Inspect and secure rooftop
	Clean all storm drains around Club
	Secure the dumpster area
	Secure window air-conditioning units
	Check auxiliary parking lot for any loose items and remove
Waterfront Rear Commodore / Waterfront Director	Prepare and stage emergency equipment (pumps, vehicles, vessels, lines, life jackets, rings, VHF radios, etc.); ensure that all equipment is in full working order
	Disperse VHF radios to emergency team
	Inspect docks and remove or secure all loose items
	Secure Club vessels;
	Secure various Club equipment; Take down flags



Secure/relocate all outdoor objects which may fly or float away (furniture, signage, etc.)
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**Storm WARNING Issued (completed within 24 hours of storm arrival)**

All Departments	If you do not have a vehicle, arrange transportation ahead of time
	Ensure cell phone is fully charged and voice mails are empty
	Lock and secure areas that are not occupied
	Emergency Management Team will report to the Command Post (Webb Bar); all non-essential employees will be sent home
	Tape windows to prevent flying glass
	Track all employees and members present on property; ensure that premises has been vacated
	Secure/relocate essential office equipment (computer towers, etc.)
	Back-up essential computer files
	Monitor local and regional weather updates and official announcements
Waterfront/Maintenance	Final inspection of launches, docks, and building
	Ensure that Optis/420s/racks are secure
	Secure power and water to docks if necessary
	Secure all furniture
	Seal all doors with tape from outside to avoid water leakage
	Protect all windows and secure all appliances with plywood, etc.
	Sprinklers are turned off
	Ensure gas is turned off
	Clean out all closets on 1 <sup>st</sup> floor
	Remove all furniture to the 2 <sup>nd</sup> floor
	Remove all clubhouse artwork and store on 2 <sup>nd</sup> floor
	Secure all outdoor furniture
	Secure a carpet cleaner to be at Club when storm passes
	Bob to engage a team of employees with detailed tasks to come in after the storm. (Ensure these employees are available to work)
General Manager	Collect and place all important documents (such as cash, deeds, insurance papers, backed-up computer files, etc.) in waterproof containers
	Wrap computer towers in plastic bags and store on top of desks.
	Ensure server back-up is operational
	Email members ahead of storm to use BYC Facebook page for updates as email may be down subsequent to the storm. Facebook will be used for updates.
	Run payroll hours for current week

**After the Storm**

All Departments	Employees will return to Club only after being contacted by General Manager
	Exercise awareness of potentially "hot" downed power lines, dangerous debris, unstable structures, and other potential hazards

Waterfront / Maintenance	Conduct a safety inspection throughout Club facilities
	Check for leaking natural gas in and around building
	Take reasonable measures to prevent further losses to Club property
	Photograph and document all damage
	Clearly mark and block off all hazardous areas on property
	Conduct a safety inspection through Club and docks
	Take reasonable measures to prevent further losses to Club vessels
	Report any damage to Club property/fleet as well as any damaged caused by Club property
	Clearly mark and block off all hazardous areas on property
General Manager	Restore offices to operation as soon as possible
	Report condition of Club and recommended repairs to Commodore and EMT
	Port Captain- Contact volunteers to schedule assistance returning club to normal operations.
	Prepare written report on damages and review insurance policy
	Determine the priorities for getting the Club back in business
Vice Commodore / General Manager	Contact repair and salvage companies if needed
	Track all expenses incurred as a result of the storm; Record storm name and storm dates on each invoice or document.
	Record dates that facilities were unable to open
Maintenance/Kitchen	Members of the Maintenance and Kitchen departments should be recruited to assist with restoring the Clubhouse to a business-ready condition
	In the event of moisture damage resulting from roof leaks and/or flood waters, deep clean affected carpets in Clubhouse.

### After Action Report

As soon as possible after Club function has been restored and repairs have been addressed, review the MSPP. Update, address, and correct any flaws in the plan and emergency procedures.

#### Insurance Company Information (updated September 6, 2023)

Agent: Barbara Cooper, Gowrie Group (860-399-3645, barbarac@gowrie.com)

Insurance Carrier: Chubb Group (The Burgee Program)

Chubb Claims Phone #: 800-252-4670

## APPENDIX A – CHECKLISTS FOR SECURING CLUB PROPERTY

When the Storm Plan is activated the following list of tasks and activities will need to be completed by the EMT, staff, and volunteers. 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 tasks are broken into four categories:

- Grounds
- Buildings/Contents
- Office/Information
- Docks and Pier

**The final tasks** before the last EMT member vacates the property should be to ensure the gas/electric/water are shut-off (where applicable) and lock the buildings.

### PART A - GROUNDS:

Oversight responsibility assigned to: [INSERT NAME] Goal: (description of task/duty)	Removal Plan (where to and/or how)	Responsibility (who will do this)	Completed (day / time)
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			
Secure all flammable, explosive, or other hazardous materials			
Make sure all above ground fuel tanks (bottled gas) are sufficiently secured and anchored			
Take down large signs and other removable items subject to wind damage			
Shut-off water*			
Shut-off power*			
Shut-off gas*			
Lock doors			

\*As Applicable

**PART B – BUILDINGS AND CONTENTS:**

<b>Oversight responsibility assigned to: [INSERT NAME]</b> <b>Goal:</b> <i>(description of task/duty)</i>	<b>Action Plan</b> <i>(where to and/or how)</i>	<b>Responsibility</b> <i>(who will do this)</i>	<b>Completed</b> <b>(day / time)</b>
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 cannot 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 cannot 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:**

<b>Oversight responsibility assigned to: [INSERT NAME] Goal: (description of task/duty)</b>	<b>Action Plan (where to and/or how)</b>	<b>Responsibility (who will do this)</b>	<b>Completed (day / time)</b>
Back-up computer files/logs			
Print out ledger files (year to date)	Ensure cloud back-up		
Print out a hard copy of membership list with contact information	Ensure cloud back-up		
Print out vendor/supplier list with contact information	Ensure cloud back-up		
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:**

<b>Oversight responsibility assigned to: [INSERT NAME] Goal: (description of task/duty)</b>	<b>Action Plan (where to and/or how)</b>	<b>Responsibility (who will do this)</b>	<b>Completed (day / time)</b>
Ensure all boat racks 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/dinghy docks/racks			
Ensure all gas/diesel storage containers are secure and accessible			
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			
Turn off all power to dock			
Remove all electrical equipment from dock/launch/Jr Clubhouse			

## APPENDIX B – RESTORING THE CLUB TO NORMAL BUSINESS OPERATION

### PART A - GROUNDS:

Oversight responsibility assigned to: [INSERT NAME] Goal: (description of task/duty)	Removal Plan (where to and/or how)	Responsibility (who will do this)	Completed (day / time)
Put up tents and awnings			
Bring out outdoor furniture			
Return all trash cans, dumpsters, and portable grills to their normal places			
Put back up large signs and other removable items that were subject to wind damage			
Turn on water*			
Turn on power*			
Turn on gas*			
Clean up lawns			

\*As Applicable based on time of year

### PART B – BUILDINGS AND CONTENTS:

Oversight responsibility assigned to: [INSERT NAME] Goal: (description of task/duty)	Action Plan (where to and/or how)	Responsibility (who will do this)	Completed (day / time)
Remove boards or shutters on large glass windows and doors			
Return all trophies to their cases			
Open up roof and wall vents that were closed n so water cannot enter			
Make sure vents and air conditioner units are properly secured to the building			
Return all fine arts, books, and photographs to their places			
Return all historic artifacts and antiques			
Return any food that didn't spoil			
Return all alcoholic beverages			
Return valuable kitchen equipment to it's place			
Inspect and Reconnect all kitchen equipment that cannot be relocated			
Return general maintenance tools			

Return mooring room supplies/tools			
Return any outdoor ice machines that were removed			
Unlock buildings			

**PART C – OFFICE/INFORMATION:**

<b>Oversight responsibility assigned to: [INSERT NAME] Goal: (description of task/duty)</b>	<b>Action Plan (where to and/or how)</b>	<b>Responsibility (who will do this)</b>	<b>Completed (day / time)</b>
Restore any vendor deliveries			
Return office electronic equipment to their places (computers, printers, phone systems)			
Return key paper files and records to their normal places (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:**

<b>Oversight responsibility assigned to: [INSERT NAME] Goal: (description of task/duty)</b>	<b>Action Plan (where to and/or how)</b>	<b>Responsibility (who will do this)</b>	<b>Completed (day / time)</b>
Re-contact all boat owners who have not removed their boats from the property/dinghy docks/racks			
Clean up docks			
Reattach ramps			
Return floating docks			
Return all boats, docks, ramps, and furniture that were relocated to land			
Inspect then turn on all power to dock			
Return all electrical equipment removed from dock/launch/Jr Clubhouse			

**APPENDIX C – DETAILED CHECKLIST OF FLOW OF ACTION BY DEPARTMENT**



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