Flagpole

pre-season
- confirm location of tent stakes
- confirm sufficient lengths of non-stretch rope

timeline considerations
- task should be done in two parts - the first early on and the second as one of the last preparations

resources
- personnel
  - 1 staff
  - 1 volunteer

- equipment
  - tent stakes
  - non-stretch rope

approaching storm

process
- part 1
  - pass a messenger line over crossbar
  - pull up and around 50% of a length on non-stretch rope
  - repeat the process to position a second length of rope

- part 2
  - two tent stakes on the seawall (one either side of the pier) are the set of tie-downs for one rope
  - two tent stakes on the south property line are the set of tie-downs for the other rope
  - tying down the flagpole will stretch ropes across the lawn, so hold off doing part 2 until this rope will not interfere with other tasks such as moving boats

- secure one end of the first rope to a tent stake
- run the end of the first rope to another tent stake
- tie off the rope removing all slack
- repeat the process with the second rope
- check both ropes to be sure all slack is out of the entire length of rope
- all knots will hold with no slippage
- loosen the main halyard (the one that goes all the way up the pole), undo the two metal clips and tie the ends of the halyard together
- do the same for the halyard to the gaff
- using a length of non-stretch rope, tie-off the main halyard to one of the tent stakes, removing as much slack as possible
- do the same to the gaff halyard
- cut and remove the signal halyards to reduce windage

post-storm damage control
- inspect pole for damage, using field glasses to examine upper portions

re-activating asset
- if pole appears to be in good shape, as soon as possible run up a burgee and ensign - a positive symbol

PURPOSE OF THIS TASK
- minimize the swaying of the flagpole and thereby minimize the likelihood of damage to it