

FAIRFAX YACHT CLUB



EMERGENCY PROCEDURES AND STORM PREPAREDNESS PLANS

December 19, 2013

EMERGENCY PROCEDURES (Detailed)

OUR ADDRESS IS: 10721 Old Colchester Rd, Mason Neck, 22079

OUR TELEPHONE NUMBER IS: 703-339-8736

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.

DO NOT TAKE ACTION THAT ENDANGERS YOURSELF OR OTHERS!

LIFE IS WORTH MORE THAN ANY PROPERTY LOSS!

Primary Contact Telephone Numbers:

Dockmaster-703-244-9714, 571-221-0181

Commodore-571-438-8816, 571-229-9779

Vice Commodores 703-580-5976, 703-615-0822 or 703-774-6932

Secretary – 703-250-7292, 703-978-6168

Treasurer – 703-690-8508, 703-628-6523

FYC Emergency Committee Chair- 703-550-9424

Fairfax County Fire (Gunston Unit) 703-339-5970

Potomac Towing - 703-906-9700

US Coast Guard - 410-576-2525

National Spill Center- 800-824-8802

Fire Marshall

What to Do for:

FIRE:

If the fire is small enough, use extinguishers located along each dock (2 on each dock) and two in the clubhouse. 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 at the shed
3. Assign someone to meet fire department and direct apparatus
4. IF possible, with help, move adjacent boats away from the flames
5. Notify Dock Master, Commodore or other Board members

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 Fire Marshall and the Dockmaster first and then get the emergency pumps working. Pumps can be found in the emergency storeroom under the deck. IF there is an associated fuel or oil spill, use emergency booms and pads, also in the emergency room.

Call the Owner of the vessel and the Owner of the slip if not the same person. If the sinking vessel presents a hazard such as more fuel or oil leaking into the water, or damage to the docks, call Potomac Marine for assistance to refloat the boat and remove it from FYC property. In this case the Owner of the slip is responsible for all costs incurred. Notify Commodore after action taken.

HAZARDOUS MATERIAL SPILLS (Fuel, Oil)

- 1. Notify Dock Master Immediately and assist in containment.**
- 2. Emergency booms and absorbent pads are located in the room under the deck.**
- 3. Notify Terry Hill, Potomac Towing if you need assistance to contain or remove the boat.**

AFTER AN EMERGENCY:

Notify the Insurance Company if there any possibility of a claim. In all cases, make sure the Commodore or acting is notified before calling. Gather as many names, witnesses as possible, take pictures with FYC camera, write down your recollection of event as soon as possible.



DO NOT ENDANGER YOUR LIFE TO SAVE PROPERTY!

CALL 911- Our Address 10721 Old Colchester Rd, Lorton, Va. 22079

CALL DOCKMASTER – 703-244-9714, 571-221-0181

CALL COMMODORE - 571-438-8816, 571-229-9779

CALL VICE COMMODORES - 703-580-5976, 703-615-0822 or
703-774-6932

CALL POTOMAC MARINE TOWING (24hrs) – 703-906-9700

FIRE – EVEN THOUGH YOU THINK YOU CAN PUT IT OUT WITH NEARBY
EXTINGUISHERS, **CALL 911!!**

Notify Dock Master or Commodore or other Board members

Stand by to direct Fire Department or call them off

IF unsuccessful, evacuate the area

Shut off power at breaker shed

Move boats if possible – DO NOT IMPERIL YOUR LIFE!

PERSONAL INJURY – RENDER FIRST AID ; CALL 911 IF NECESSARY

DO NOT MOVE PERSON UNLESS ENDANGERED

SINKING VESSEL – NOTIFY DOCKMASTER & Commodore or other Board member

Get FYC emergency pumps and start action

Call Potomac Marine, Terry Hill, if you cannot stabilize with our emergency pumps

Notify Slip Owner and Boat Owner

FUEL OR CONTAMINANT SPILL – NOTIFY DOCKMASTER & Commodore or other Board member

Use emergency booms and pads to contain the material.

Call Terry Hill, Potomac Marine Towing (24Hrs) Tow Boat US for assistance

Notify National Response Center 800-424-8802 (There are severe penalties for not reporting)

Emergency Notification Sticker:

This is replica of a 2"x3" sticker for the back of electronic access keys.

FYC EMERGENCY CONTACTS

FIRE – INJURY

FUEL SPILL- BOAT SINKING

CALL **911**CALL Dock Master

703 – 244-9714

Call Quickly-Do not Take Personal Risk

Four emergency notification stickers were sent to each Owner for them to affix to the back of each electronic key.

Emergency Procedures and Storm Preparation Guidelines & Direction



This section deals with severe weather events in which there is ample time to make preparations to prevent damage to the Club's assets, such as the clubhouse, docks, and other infrastructure and the boats themselves. The docks are subject to damages from wind and flooding and the boats tied to them. Likewise, boats are subject to damages from other boats and the docks if not tied up properly. FYC is designed to withstand a wide range of storm & tide conditions. However, there may be some events so severe that even with preparation, damages cannot be avoided. These storm preparation guidelines are based on sound practices, common sense, and most of all experience with proven methods that have allowed boat owners to weather many storms safely.

Direction is also provided when the Commodore may dictate evacuation or other measures as deemed necessary to protect life and property

Most severe weather events are predicted well in advance of their occurrence, but there are notable cases where the time between prediction and occurrence is measured in hours or minutes. Micro-bursts and tornados are two examples where there is little time to prepare. In those cases, the best preparation is a well maintained boat that is routinely properly tied up and taking cover as soon as possible.

When prior warning is available, all boat owners must make preparations. If they do not, they run the risk of having their boat removed from the marina. All captains 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. FYC does not recommend any particular plan and does not guarantee the safety of any vessel moored at the marina. This responsibility rests solely with each captain. Additional information on this subject is available from Boat U.S., www.boatus.com, click on hurricane info and you will find a wealth of information.

FYC Emergency Committee

The Emergency Committee consists of the Dockmaster, Emergency Committee Chair, and two dock representatives from each dock. The representatives are responsible for looking after the needs of each of their docks and will assist the Chairman and the Dockmaster as requested. They will also actively participate in distributing information on emergency and safety procedures, and will help in maintaining an inventory of equipment necessary during an emergency.

Buddy System for Safety

Travel the Docks in Pairs

Wear Life Jackets

The primary purpose of the Emergency Committee is to protect the docks and common elements. Where possible, they will attempt to prevent damage to boats but the responsibility for preparing each boat rests with the owner.

of the Emergency Committee is to protect the docks and common elements. Where possible, they will attempt to prevent damage to boats but the responsibility for preparing each boat rests with the owner.

The Commodore and Board members should also be present to make strategic decisions that require the expenditure of funds or additional guidance for the Emergency Committee.

Dockmaster Duties

In general, the Dockmaster is responsible for enforcement of all rules and regulations, especially those relating to the docks. Since the Dockmaster is the legal representative of the Board of Directors of FYC, he may be compared to the captain of a vessel. His responsibility includes making decisions regarding operations during an emergency.

The Dockmaster's first responsibility is to the docks, secondly to ensure that one boat does not damage another, and lastly to the boat itself. Any time spent on preparations for emergencies, especially those not taken by owners when requested, are chargeable to the owner.

The Dockmaster is also responsible for securing the Clubhouse and other assets that may be imperiled during severe weather: securing deck furniture, insuring emergency pumps are operational and ready, and fueling the chainsaw are a few of the things necessary to be ready.

The Dockmaster will establish a "command" post in the clubhouse where the Emergency Committee will initially meet and discuss required actions, communication protocols, and safety considerations.

Dock Preparation – Only the Emergency Committee will perform these tasks:

1. Turn OFF main breakers to each dock at the approach of high water. B & C-dock main breakers are located on each panel in the C-dock gazebo. D & E-dock breakers are in the D-dock gazebo. The A-dock electrical panel is in the locked room behind the ice machine.
2. If high water (over the fixed pier) from a storm surge is expected, unbolt the aluminum ramps for A,B,C & D docks and secure to the floating docks.
3. Turn OFF dockside water. Main valve is located in the well housing beside the C-dock gazebo.
4. Check all dock hardware, cleats, etc. prior to the storm to ensure they are secure. Inspect docks for cheater line placement to ensure docks cannot move laterally. Check all boats to ensure they are properly tied and prepared in accordance with these guidelines.
5. Ensure all walkways and common elements are unobstructed.

Applicable Rules

1. No obstruction of common elements is allowed.
2. All vessels shall be kept seaworthy.
3. Nothing shall be done in any Unit that may impair the structural integrity of the docks.
4. Unit owners will keep all walkways clear.

In case of emergency, the Dockmaster or designated agent may board a vessel without prior permission. Any watercraft occupying a slip unit shall be secured so as to prevent release of the vessel, damage to vessels or harbor property, or other property of any type. The Dockmaster or his agent shall be entitled to reasonable compensation for labor, equipment, or parts used or expended in and about the protection of a vessel or condominium property. Such charges shall be the responsibility of the individual Unit Owner receiving such assistance.

“Riding it out”:

It may be tempting to “ride-out” a storm in a boat moored in a slip. However, as conditions deteriorate, it becomes foolish to stay aboard. Experienced Emergency Committee members will walk the docks to tend lines & check boats until the ends of the ramps start to lift off the floating docks. After this, it becomes dangerous to negotiate between the floaters & fixed pier and the ramps may be unbolted and secured to the floaters. If you are uncomfortable with the conditions, ask an emergency crew member to check on your boat. Always wear a life jacket walking the docks when wind & waves are up. Remember, your safety is your own responsibility.

The Dockmaster, Emergency Committee Chairman, or Commodore may issue an order to evacuate all boats moored at the docks and restrict access to the docks when conditions dictate. This order is mandatory and will be enforced.

Hurricane Parties:

Many boat owners stay at the club during a storm to check on their boats. The Board requests that *only boat owners are present (no guests)* during severe weather events. Please be considerate when sharing the club with fellow members. Remember that your wits may be required in an emergency.

Owner Storm Preparation Guidelines – A detachable checklist follows this narrative.

- **All boats (power & sail) should be moored stern-to the dock.** This ensures the vulnerable cockpit is not tied to the fixed pilings (where it could be swamped at high water) and allows the bow to take the weather as designed. It also eases boarding to tend lines in rough conditions.
- **Use docklines of proper diameter** for the size of the boat [see chart]. Replace old or worn docklines and double-up with new lines.
- **Always use forward spring lines** affixed to the pilings (tie poles) to keep the transom off the dock. Double-up port & starboard fore springs to keep the transom squared as it comes back toward the dock. Set an aft spring carefully adjusted to take some strain off stern line cleats.
- **Do not tie-off to any dock fixture other than the dock cleats.** This ensures your mooring will “float” with the dock and not damage dock hardware.
- **Lines should be positioned as long as possible and still prevent contact.**
Adequate scope is especially important for the bow lines in case of high water. Allow enough clearance for stretch under shock loads. Large boats that have little clearance in the slip must be tied very carefully.
- **Double-up bow & stern lines.** Use diverse mooring points if you have them.
For example, fasten one set of lines to the bow cleats and the other set to an anchor cleat or mooring bit and adjust to share the load (remember to leave enough slack in bowlines!). Make sure cleats are properly backed [see diagram].
- **Protect chafing points with proper gear.** Chafing is by far the biggest culprit of parted lines.
- **Shore Power Cords** should be fixed only to the power pedestals or hose reels and have adequate scope to not be stressed as the boat moves.
- **Set fenders appropriately** in case lines shift or part. *Do not rely only on fenders to prevent contact!* They should be used for back-up only. Docklines should be set to prevent all contact.
- **Remove ALL Canvas.** The insurance company *will not* pay for brand new canvas to replace your old set blown out in a hurricane. Bimini tops, flybridge enclosures, cockpit enclosures, etc., add significant windage that further stresses lines, pilings, and hardware. Sailboats should remove all sails and dodgers. Cockpit mooring covers are as likely to be damaged in high winds, and impede access to attend lines in an emergency. (Your cockpit *is going to get wet* in a hurricane, cover or not.)
- **Remove dinghies & items on deck.** Besides the probability of loss or damage, canvas, dinghies, bimini poles, and other deck items become extremely dangerous if they carry away in

high winds.

- **Electrical:** Count on losing shore power in a big storm. It could also be quite some time before power is restored.
 - Turn off all non-critical DC loads (refrigerators, lights, etc.).
 - Parallel batteries to increase reserve for bilge pump operation.
 - Do not wrap shore power cords around cleats or pilings.
 - Do not run generators unattended.

Time spent carefully adjusting & readjusting your mooring will pay off. After the storm, return to your boat as soon as possible. Check to make sure all is well.

Securing lines to a cleat :

Lines should be made fast to cleats securely, but just as important, *so that they may be adjusted quickly under adverse conditions*. Some damage to boats during Isabel may have been prevented if dock crews had been able to undo lines that were knotted & wrapped many times around cleats. The proper cleat hitch is *one wrap* around the base of the cleat, and *one half-hitch around each horn*. Leave excess line coiled or bunched beside cleat; do not wrap excess around cleat. The cleat will rip-out of its bolts before this hitch gives way, yet it may be undone effortlessly & readjusted even with enormous strain on the line.

Securing bow lines to the wooden mooring- tie-poles :

Tie bow lines high on the pilings (10 – 12” from the top). Make bow lines as long as possible to prepare for high water. Fix bow lines to pilings so that *they may be adjusted from the boat!* Use a clove hitch finished w/ half-hitches. An eyeloop snugged around the piling is not as secure. If you normally use a different bow line arrangement, it can be reset after the storm. **DO NOT** tie lines to the metal poles. The metal poles are designed for holding the dock only and the docks must have uninhibited movement up and down the metal poles.

E-Dock:

E-dock captains usually moor to the full-length finger piers for convenience and out of necessity in those slips lacking center pilings. E-dock captains should tie to the bow pilings for storms (bow lines & springs). In slips without center pilings, tie-off bow to the neighboring slip’s pilings with long lines, or to your neighbor’s bow. Boats must be tied to prevent all contact with the finger piers (**DO NOT** rely on fenders). E-dock can experience large waves from the long downriver fetch. Isabel produced waves of in excess of 3 feet at E-dock.

Owners should familiarize themselves with these knots: bowline, clove hitch, figure eight, double half-hitch, and square knot (reef knot). These knots are used in a wide variety of boating situations. The bowline is perhaps the most important for many applications.

Boat Owner Checklist:

- Boat is stern-to dock []
- Docklines in good condition & properly sized []
- Springlines set {]
- Lines attached to dock cleats & tie poles only []
- Fenders set []
- Bow & stern lines doubled-up []
- Bow lines have proper scope []
- All canvas removed & stowed []
- Dinghy & deck items removed & stowed []
- Lines properly secured to pilings & cleats []
- E-dock bows secured properly []
- Non-critical DC loads OFF, Batteries paralleled []
- Shore power cords properly secured []

Special Situations

There are other weather related events that require some measure of caution and preparation, such as snow storms, flooding, and minor wind events.

1. Flooding – During extremely high tides or flooding, the dock ramps, as they lift up, create an unsafe situation. The Dock Master will disconnect the docks if necessary to prevent damage to the docks. Owners will not have access to their boats during such events even if the ramps are left attached.

The Dock Master will monitor drains to insure they are not clogged.

2. Ice and Snow Storms – During and after snow storms there is always the danger of falling trees and limbs.

Owners trying to visit their boats should wear a life vest and or have another person with them should they slip and fall into the water. Great caution should be taken when going down the stairways to the main dock, even if they have been cleared.

Owners should check their boats to remove snow and ice loading and prevent damage to canvas tops. Excessive snow loading can also overload boats enough to allow water to enter drains, resulting in sinking.

The Dock Master will sand and remove snow and ice from stairways as soon as possible after a storm, but they may remain slippery. The Dock Master will not remove snow from boats as this is an Owner responsibility.

3. Wind events – the greatest danger to people and property during wind events is from falling trees and limbs. Caution and vigilance is the best policy for these events.