



Carrabelle Boat Club

FLORIDA'S ULTIMATE MARINA CLUB

Carrabelle Boat Club
Hurricane Plan
2026

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Introduction

Florida is the most hurricane vulnerable area on the United States Atlantic Coast.

Carrabelle Boat Club, due to its location on the Gulf Coast, is highly susceptible to the effects of high winds and storm surges created by a major storm. A strong storm surge created by a hurricane would be the main problem affecting the integrity of the marina. A storm surge can increase high tide by as much as 10+ feet.

Another source of damage would be boats breaking loose from their moorings. In order to minimize the possibility of damage to these boats, and created by them, every effort should be made to evacuate the marina of all vessels prior to a storm warning being issued by Franklin County.

However, due to the number of boats in the area during hurricane season, there is not enough space inland to accommodate all of them. Since there is a shortage of

protective dockage, once a storm watch goes into effect, by law we will not be able to force any vessel to leave the marina.

This plan was developed in order to cope with these situations to the best of our ability.

Hurricane Plan Outline

The Carrabelle Boat Club Plan Covers the Following Areas

1. Emergency Phone Numbers/Radio Frequencies for Franklin County.
2. Phase I – Hurricane Watch is announced.
3. Phase II – Hurricane Warning.
4. General Hurricane Plan for Boats.

5. During the Hurricane.
6. Follow up after storm passes– assessing damages.
7. Instructions for preparing the marina by removing and storing loose equipment and dock carts, shutting off fuel service, electric and water to docks and securing the marina when the order comes from the county to evacuate the area.

The Nature of Hurricanes

Hurricane activity is at its highest during the official hurricane season from June 1st to November 30.

A hurricane is a violent tropical cyclone, with winds of 74 or more miles per hour, which spiral counterclockwise around a relatively calm center known as the “eye” of the storm. At full strength hurricane winds can gust too more than 200 miles per hour as far out as 20 to 30 miles from the eye. Winds of 39 mph and greater can extend 200 miles or more in advance of the hurricane and trail hundreds of miles behind. The greatest threat from hurricane wind is flying debris. Winds may also disrupt electrical power,

telephone service, gas, fresh water supplies, and transportation. Tornadoes are also possible as a spin-off of the hurricane's winds.

The greatest danger of the hurricane is from the storm surge. As the storm approaches and moves across a coastline, storm surge may rise 10 feet or more above normal high tide and usually is accompanied by battering waves which will overcome coastal lowlands. In addition, extensive rainfall associated with the storm, may cause widespread flooding further inland. More than 23 inches of rainfall in 24 hours has been recorded in association with a hurricane.

Hurricanes are classified by wind strength known as the Saffir/Simpson Scale:

Category	Wind
I	74–95 mph
II	96–110 mph
III	111–130 mph
IV	131–155 mph
V	156 + mph

Severe Weather Terms

Hurricane Season– June 1 through November 30 is officially designated as hurricane season.

Advisory – A message released by the hurricane center, usually at 6-hour intervals, updating information on the storm or hurricane, including watches and warnings whenever they are in effect.

Small Craft Warnings – When a hurricane or tropical storm threatens a coastal area, small craft are advised to remain in port and not venture into open sea.

Tropical Depression – A circulation at the surface of the water with sustained wind speed of 38 mph or less.

Tropical Storm – Distinct circulation with a sustained wind speeds of 39 to 73 mph.

Hurricane – A tropical cyclone that rotates counterclockwise with sustained winds of 74 mph or greater.

Storm Surge – A rise in tide caused by a hurricane as it moves over or near the coastline. It can be much higher than the normal tidal rise, with breaking waves on top.

Stages Of a Storm – Progression Of Alerts And Warnings

Tropical Storm Watch: – The alert given when a tropical storm poses a threat to a certain coastal area within 36 hours.

Tropical Storm Warning – A tropical storm is expected to strike within 24 hrs. with sustained winds of 39 to 73 mph.

Hurricane Watch – The alert given when a hurricane poses a threat to a certain coastal area within 36 hours.

Hurricane Warning – A hurricane is expected to strike within 24 hours with sustained winds of 74 mph. or more accompanied by heavy rains and high waves.

Specific Information for Franklin County Interests
Important Phone Numbers

EMERGENCY	911	Carrabelle Police Dept.	(850) 697-3691
Franklin County Emergency Operations Center		(850) 653-8977	
Franklin County Sheriff	(850) 670-8500	U.S. Coast Guard, Panama City	(850) 234-2377

Important Radio Frequencies

AGENCY	CHANNEL	FREQUENCY
U.S. Coast Guard	16/22	156.80 MHz
NOAA Weather Radio, West Palm Beach	1 or 2	162.475 MHz

The following is a recommended web site to keep track of hurricanes and severe storms– <http://www.nhc.noaa.gov/> It is advisable to bookmark this site on your web browser. Weather reports will normally be in ZULU Time

CONVERTING ZULU TIME TO LOCAL TIME

LOCAL	EDT	EST	CDT	CST	MDT	MST	PDT	PST
Midnight	0400	0500	0500	0600	0600	0700	0700	0800
1 a.m.	0500	0600	0600	0700	0700	0800	0800	0900
2 a.m.	0600	0700	0700	0800	0800	0900	0900	1000
3 a.m.	0700	0800	0800	0900	0900	1000	1000	1100
4 a.m.	0800	0900	0900	1000	1000	1100	1100	1200
5 a.m.	0900	1000	1000	1100	1100	1200	1200	1300
6 a.m.	1000	1100	1100	1200	1200	1300	1300	1400
7 a.m.	1100	1200	1200	1300	1300	1400	1400	1500
8 a.m.	1200	1300	1300	1400	1400	1500	1500	1600
9 a.m.	1300	1400	1400	1500	1500	1600	1600	1700
10 a.m.	1400	1500	1500	1600	1600	1700	1700	1800
11 a.m.	1500	1600	1600	1700	1700	1800	1800	1900

NOON	1600	1700	1700	1800	1800	1900	1900	2000
1 p.m.	1700	1800	1800	1900	1900	2000	2000	2100
2 p.m.	1800	1900	1900	2000	2000	2100	2100	2200
3 p.m.	1900	2000	2000	2100	2100	2200	2200	2300
4 p.m.	2000	2100	2100	2200	2200	2300	2300	2400
5 p.m.	2100	2200	2200	2300	2300	2400	2400	0100
6 p.m.	2200	2300	2300	2400	2400	0100	0100	0200
7 p.m.	2300	2400	2400	0100	0100	0200	0200	0300
8 p.m.	2400	0100	0100	0200	0200	0300	0300	0400
9 p.m.	0100	0200	0200	0300	0300	0400	0400	0500
10 p.m.	0200	0300	0300	0400	0400	0500	0500	0600
11 p.m.	0300	0400	0400	0500	0500	0600	0600	0700
LOCAL	EDT	EST	CDT	CST	MDT	MST	PDT	PST

LEGEND:

EDT = Eastern Daylight-Saving Time

EST = Eastern Standard Time

CDT = Central Daylight-Saving Time

CST = Central Standard Time

MDT = Mountain Daylight Saving Time

MST = Mountain Standard Time

PDT = Pacific Daylight-Saving Time

PST = Pacific Standard Time

Phase I Hurricane Watch

When a hurricane watch is announced all marina personnel will be on a 24hr alert. All personnel will be required to be available and stand-by to be contacted for immediate recall to the marina.

All vessels' owners in the marina will be contacted and notified of possible storm activity.

Marina

A walkthrough will be done of all the areas and procedures for shutting down the electric, storm shutters, fuel system, water, and other service to the docks.

Preparation of Marina Grounds and Docks

1. Notify personnel that the facility is on a hurricane alert. Personnel should commence preparations for putting the hurricane plan in action.
2. Personnel should be put on standby to start securing operations within the next twenty-four (24) hours.
3. Begin facility protection preparations by policing marina and dock areas. Stow away or secure loose equipment – trash cans, carts, hoses, life rings, etc.
4. Take down large signs, antennas or other removable items subject to wind damage. Remove dock trash receptacles and move to dry storage.
5. Facility protection precautions should commence at this time. Storm window and door covers, and other protective equipment should be made ready and/or installed for use. Storm shutter should be closed using manlift.
6. Process and mail all paperwork that can be completed immediately. Deliver mail directly to Post Office. Set all new paperwork aside to be completed after the hurricane.

7. Remove expensive equipment and important records to 3rd Floor Men's Restroom.
8. Marina Manager should begin contacting vessel owners/captains to notify of impending weather.

Phase II

Hurricane Warning

If a "Hurricane Warning" has been issued and there is a high likelihood a hurricane will landfall near the marina, the following activities should be in progress or nearing completion. All vessel removal operations should be well underway and completed during this twenty-four-hour period. Plans for securing remaining vessels should commence. All personnel should be released within 24 hours of landfall.

1. Employees will not staff the facility during the storm. Instructions for reporting back to work after the storm should be given prior to release.
2. Before evacuating the facility, ensure that all pumps, gates and building doors are locked and secured.
3. All facility precautionary preparations should be completed 24 hours prior to the hurricane's arrival.

No vessels will be allowed to stay in a wet slip during the storm. All vessels on outside work racks must be brought inside the dry storage building.

After all the vessels are properly secured, all personnel attached to the vessel will be instructed to leave the marina immediately when their vessel is secured. No one will be allowed to stay in the marina or on board any vessel.

At this point, the marina will be secured and all power, water and other services to the docks will be shut down and fuel supply lines will be closed. When all the docks are evacuated of all personnel access to the docks will be prohibited. Included at the back of this plan are instructions and drawings with the locations of all water mains, electrical circuits, and procedures for shutting them down.

Once all the docks are secured and shut down marina personnel will proceed with securing and storing all the marina computers, files and all other important documents and equipment in the Clubhouse and/or offsite.

General Hurricane Precautions and Instructions for Boat Owners

Precautions:

1. Check your dockage agreement – know your responsibilities and liabilities if you cannot leave the marina before a hurricane hits. Carrabelle Boat Club will not be responsible for damage to or created by your vessel during a storm.
2. Consolidate all records, including insurance policies, a recent photo of your vessel, vessel documentation, equipment inventory, lease agreement with the marina and telephone numbers of appropriate authorities, i.e., Marina Director, Coast Guard, insurance agent, National Weather Service, etc., and keep them in your possession. They may be needed when you return to check on your boat after the hurricane.
3. Maintain an inventory of both the items removed and those left on board. Items of value should be marked so they can readily be identified.
4. Before a hurricane threatens, analyze how you will remove valuable equipment from the vessel and how long it will take, so you will have an accurate estimate of the time and work involved. Make sure your bilge pumps are working and your batteries are fully charged.
5. Specific instructions will be printed and placed on the counter in the marina office during hurricane season and will be e-mailed to Owners and customers as soon as a Hurricane Watch for Franklin County is issued. They are included in this plan as point of information for marina personnel. The General Hurricane Precautions And Instructions for Boat Owners will also be kept on file in our computers under My Documents in MS Word as CBC Hurricane Plan.doc. A hard copy is included in the back section of this plan and will be kept in the managers file drawer under “Hurricane Procedures”. (See Appendix)

During the Hurricane

Carrabelle Boat Club is in Evacuation Zone 2 (see appendix). The entire marina and facility must be evacuated of all personnel when and if local authorities deem it necessary. All vehicles must be removed from the property.

After the Hurricane

After the hurricane has passed, there may be extensive damage to the area. While checking the condition of your vessel is an important concern, there may be limitations such as flooded roads and downed power lines. A check of your vessel should be made as soon as practicable to determine its condition and security. The staff at Carrabelle Boat Club will return to the property as soon as feasibly possible; however, please bear in mind they will be busy correcting and surveying damage to the marina and might not have the time or ability to access your vessel to give you a report over the phone.

1. The hurricane may cause extensive damage, flooded roads, downed power lines, and washed-out beach in coastal areas. While checking the condition of the facility is of a main concern, there may be limitations that may impede us from accessing it.
2. As personnel return to the facility and begin the preliminary damage assessment process, they should be aware of the following problems:
 - (a) Be aware of possible downed electrical wires that should be considered "Hot" and avoided until the Power Company or maintenance personnel are notified. Although the main power may be out generators may be operating thus electrical lines will be charged.

- (b) Electrical equipment of the facility that has been submerged in water should not be started until it has been checked and repaired as necessary.
 - (c) Broken sewer or water mains should be reported immediately to either the utility company responsible for repair or to the maintenance personnel if owned and maintained by the facility.
 - (d) Office and dock electrical wiring should be checked completely prior to turning on the main power switch.
 - (e) Wet electrical equipment, such, radios, computers, calculators, etc. should be inspected and repaired or replaced as necessary, prior to operation.
3. Prepare a written and video/digital photographic assessment of damages as soon as possible. Estimate damages to docks and other marina facilities: Marina office, electrical transformers, electrical service, and telephones.
 4. If there has been any theft or vandalism loss or damage to the facility, other than storm related, a report should be made to local police or other law enforcement authorities so that appropriate actions can be taken. The incident report number and, if possible, a copy of the incident report, should be obtained to substantiate any insurance claim or IRS property loss reporting.
 5. While it is understandable that immediate repairs may need to be undertaken, all actions taken during repairs to any insurance adjustment should be properly documented and filed. In the case of property damages, appraisers assigned by our insurance company will be involved in assisting with the adjustment. Insurance companies will establish storm claim offices to handle the numerous claims after a hurricane strikes.
 6. It is obvious that third party vessel owners, captains, caretakers, and others with vessel interests will inquire as to the status of their vessel. These inquiries should be fielded as best as possible, especially if there is no damage to their property. Notification of any vessel damage should be made as soon as possible.
 7. If the facility is relatively undamaged, then efforts should be made to become operational and provide facility services to those who are not so fortunate.
 8. Controlled access and/or security at the marina may be required. No one should be allowed on the property except owners/captains of boats in the marina,

salvage contractors, repairers, estimators, surveyors, adjusters, and appraisers.
All press should be referred to the President of the Carrabelle Boat Club Assoc.

Shutting Down Services

ELECTRIC:

The main power breakers are in the Meter Room, B Barn, Office, Storage Room at front of building and Equipment Room.

Shutting Down All Electric Power in the Marina.

Main Fuel Tanks:

An emergency shut off switch is located in between Barns A and B on the exterior wall. The main shut off switch is in Panel Board in the Dock master's Office.

Shutting down the fuel supply is of maximum priority to prevent spillage if a rupture occurs in the fuel lines at the dock. On the following pages are pictures of these breakers and their location.

Water:

The main water shut off valves are in the flower bed outside of the Dock master's Office. The valve is in the in-ground water meter box. There are two backflow preventer valves under a fiberglass cover next to the water meter. These should both be turned to the off position to prevent sea water contamination of the municipal water supply.

Visual Instructions for Shutting Down Electric, Fuel and Water Service – Refer to Photos on the Following Pages.

WATER SHUT OFF



Turn the water off by lifting on the blue lever on each of the water shut off valves located in the flower bed in front of the Dock master's office.

EMERGENCY FUEL PUMP SHUT OFF



The Emergency Fuel Pump Shut off can be found on the exterior of the North side of the Boat Barn.

Fuel Pump System Shut Off



The Fuel Pump System Shut Off Breaker Box is in the Dock master's office.

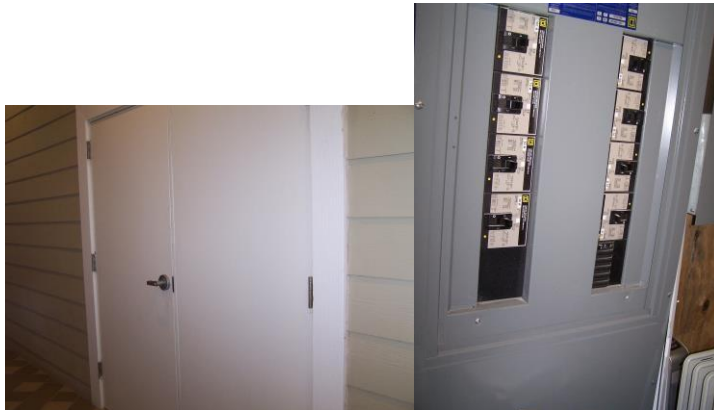
Gas Fireplace Shut Off Valve



The tank is located near the breezeway, next to the East side of the building, off the parking lot.

Electricity Shut Offs are in 3 places.

1. Exterior lights, well, sprinkler system, emergency light breakers are in the panel box located on the East wall inside the storage building on the East side of the barn.
2. 3rd floor, Clubhouse level phone, lines, elevator, exterior lights and interior electric breakers can be found in the panel box inside the AC Handler room across from the restrooms near the Clubhouse.



3. The breakers for the Sewer Sump Pump are in the small room to the far east side of the parking lot.



APPENDIX

Carrabelle Boat Club Contact Information

Office		850.697.5500
Office Manager	Brenda Hill	205.292.3487
Dock Crew	Troy Cooke	850.673.1783

Board of Directors

Rick Bondie
President
Cell – 770.262.8389

Troy Cooke	Seth Walker
Vice President	Treasurer
Cell – 850.673.1783	Cell – 404.202.8471

Michael Ainsworth	Brent Brinkley
Secretary	Director
Cell – 850.933.8380	Cell – 229.319.1267

Emergency Contact Procedures

It is very important to our marina customers that we keep them informed as potential storms approach and maintain an open line of communication during and after storm events.

Email:

Email is a valuable tool that can be relied upon to quickly and accurately dispense information to marina customers about an approaching storm. The Marina staff always keeps an updated email list and uses a bulk email program such as Microsoft Outlook (CarrabelleBoatClub@outlook.com) to send out updates in a timely fashion.

Web Site:

In the event of a major storm, it is likely that our customers and staff will be dispersed across several states. We can expect them to have limited access to email, though many of them will be able to access social networking sites such as CarrabelleBoatClub.com. Carrabelle Boat Club's Web Site will be an important tool and should be used for dispensing short, timely messages about an approaching storm.