

The Madison Beach Club

STORM PLAN

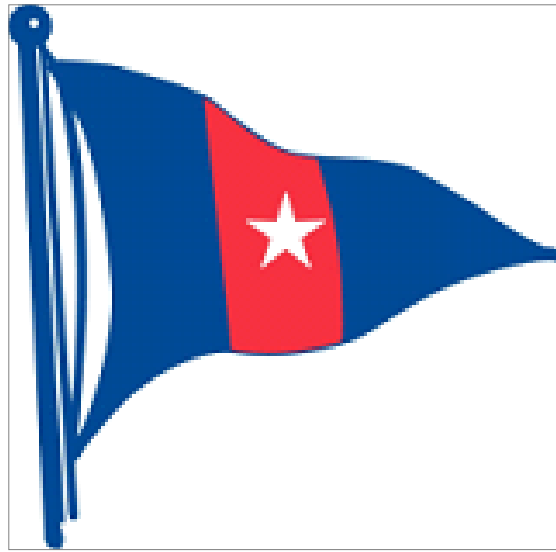


TABLE OF CONTENTS

PART A: THE STORM PLAN

- I. INTRODUCTION
- II. HURRICANE TERMINOLOGY
- III. STORM CONDITION RESPONSE TIMELINES
- IV. ACTIVATION

PART B: ANNUAL PRE-SEASON PREPAREDNESS

PART C: STORM PERIOD

- V. STORM PERIOD – SAFETY RULES
- VI. STORM TIMELINE

PART D: STORM RECOVERY AND REOPENING CLUB

- VII. RECOVERY AND REOPENING – SAFETY RULES
- VIII. ASSESMENTS AND INSPECTIONS
- VIII. REOPENING PLAN AND PRIORITIES

APPENDICES:

- APPENDIX A: ACTIVATION CHAIN OF COMMAND AND THE STORM RESPONSE TEAM
- APPENDIX B: IMPORTANT CONTACTS

DISCLAIMER: This document is NOT a prediction of weather patterns and should not be used as such. This document reflects a response by the Madison Beach Club to weather alerts issued by the Federal Government and public channels. This response is for purposes of alerting members of weather predictions solely by the above and for the Club to make storm preparations for its property. The Madison Beach Club makes no representation, implied or otherwise and assumes no responsibility for the correctness, sufficiency or completeness of such information.

PART A: THE STORM PLAN

I. INTRODUCTION

The Madison Beach Club Storm Plan (“the Storm Plan”) is a pre-determined action plan that will be initiated by the President or in his/her absence, the Club Officer designated per the Activation Chain of Command (See: Appendix A), when there is a storm threatening the area.

The primary objectives of the Storm Plan are to minimize damage to the Club’s facilities and the members’ boats.

The majority of the Storm Plan is designed to be initiated 72 hours prior to the storm’s expected landfall, and to be completed within the following 48 hours. The Storm Plan leaves 24 hours prior to landfall to allow for possible evacuations from the area and other unexpected circumstances.

Updating: All 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 will be made available electronically to all members and staff.

II. 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 storm conditions is *possible* within 48 hours.
- A Hurricane Warning is issued for a specific area by the National Weather Service when the onset of storm conditions is *expected* within 36 hours or less.
- A Major Hurricane is classified as a Category 3 or higher. NOTE: Irene and Sandy were barely Category 1 storms. Expectations of Storm Response will include all factors such as tides and expected water surges.

Saffir-Simpson Storm 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 | 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.

III. STORM CONDITION RESPONSE TIMELINES

Hours for StormCon ratings are approximate based on estimates of time before potential landfall in area. StormCon ratings can be raised, lowered or held for some periods depending on circumstances. For example in anticipation of a gale, StormCon 4 can be held until the gale has passed.

The StormCon level, upgrading, downgrading or holding is the authority of the President or in his/her absence the Club Officer designated per the Activation Chain of Command (See: Appendix A).

| StormCon Level | Description | Time before anticipated landfall |
|-----------------------|---------------------|---|
| StormCon 5 | Unsettled Weather | 96 hours |
| StormCon 4 | Major Storm Alert | 72 hours |
| StormCon 3 | Hurricane Watch | 48 hours |
| StormCon 2 | Hurricane Warning | 24 hours |
| StormCon 1 | Impending Hurricane | 12 hours |

IV. ACTIVATION

Club members and staff will be notified that the Storm Plan is being “activated” by flag signals, MBC email “blast” and/or text message. One hurricane flag (red square with a black square inside) indicates a Storm Warning has been issued and the Storm Plan has been activated. Two hurricane flags indicate that a Hurricane Warning has been issued and landfall is expected within 24 hours.

It is critical that all members have a current email address(s), cell phone number, and home phone number on record with the Club for sending email “blasts” and/or text messages to the membership.

During the 48 hours of storm preparation, the Storm Response Team (“SRT”) (See: Appendix A) will provide updates of StormCon levels to members and staff by email “blasts” and/or text messages, and via the Club’s website. If a member does not use email and/or text messaging, they are responsible for contacting the Club for updates.

PART B: ANNUAL PRE-SEASON PREPAREDNESS

Prior to June 1st, the President, working with the Storm Response Team, other Committees, and Club staff, will review and update the Storm Plan. General storm readiness factors should be addressed when early season housekeeping and maintenance matters are being addressed. The President shall report to the Executive Committee when annual pre-season preparedness review and update is complete.

STORM READINESS STEPS (to be completed prior to June 1st each year):

The Commodore Shall:

- ☐ Provide electronically for Club members an updated copy of the Storm Plan.
- ☐ Update the action plans for securing the Club-owned Boats.
- ☐ 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.
- ☐ Inspect all docks and conduct necessary maintenance and repairs.
- ☐ Inspect all hoists, and conduct necessary maintenance and repairs.
- ☐ Inspect Sailing Center and conduct necessary maintenance and repairs.
- ☐ Inspect all Club moorings and conduct necessary maintenance and repairs.

The Buildings and Grounds Chair Shall:

- ☐ Review the Club's insurance policy with regards to flood and wind insurance, and all insurance policy conditions, benefits and limitations.
- ☐ Photograph or video all Club property including buildings (inside and out), docks, artwork, valuables, equipment, and boats. Make sure the President, Commodore and an additional member of the SRT have a copy of all current photos/videos.
- ☐ 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. Attach the map to the Storm Plan.
- ☐ Update the action plans for securing the Club/Property.

The Club Manager shall:

- ☐ Review arrangements for emergency back-up generators and reefer truck.
- ☐ Review arrangements for obtaining and storing back-up generator fuel.
- ☐ Review arrangements for high capacity pumps for cellars.
- ☐ Review arrangements for professionals to check gas, water, electrical links, appliances and structural integrity of buildings and pier immediately after storm.
- ☐ Prepare and update the Club's Storm Kit with the following supplies each year:
 - High-powered flashlights with adequate extra fresh batteries (test yearly)
 - Emergency high-intensity lights
 - Two battery operated AM/FM radios with weather frequency
 - Emergency water containers

- Maintain an adequate inventory of the supplies required to secure all Club buildings and heavy objects (including lines, plywood, fasteners, tape, locks, etc.).

PART C: STORM PERIOD

Members will be notified that the Storm Plan has been activated by email “blast” and/or text message. When a storm is in the vicinity, all Storm Response Team members should have a hard copy of the current year’s Storm Plan.

V. STORM PERIOD – SAFETY RULES

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

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.

VI. STORM TIMELINE

StormCon 5 – 96 hours prior to anticipated landfall:

- ☐ President alerts the Executive Committee and the Storm Response Team.
- ☐ The Commodore sends an email “blast” and/or text message to alert boat owners to prepare for the storm.
- ☐ Staff and the Storm Response Team check inventories of storm equipment.
- ☐ The Commodore shall alert Beebe Marine of potential need to haul docks.
- ☐ The Club Manager shall alert the Awning Company of potential need to remove awnings.

StormCon 4 - 72 hours prior to anticipated landfall:

The Commodore Ensures:

- ☐ Outer dock and ramp uncoupled and moved to anchorage.

StormCon 3 – 48 hours prior to anticipated landfall:

The Storm Response Team is notified to report to MBC.

The Commodore Ensures:

- ☐ All vessels and necessary equipment is fueled.
- ☐ All spare fuel is moved to tennis storage shed.
- ☐ All vhf radios are charged or secured.
- ☐ All nonessential Club-owned boats are hauled and moved to Club parking lot or behind tennis courts.
- ☐ All boats from the Sailing Center are moved to ballroom or behind tennis courts. All boats on dollies are tied down.
- ☐ All chains and dock pins are checked.
- ☐ All Boats in harbor are inventoried and visually inspected. Any observed issues are reported to Harbor Master.

- ☐ All sailing lessons and swim lessons are cancelled.
- ☐ All 420's on pier are moved to ballroom or behind tennis courts.
- ☐ All boats on dollies are tied down.
- ☐ The Flagpole is moved to ballroom.
- ☐ Beebe Marine is notified to remove docks to East River (one inside dock and ramp will remain for launch and member access to crane).

The Club Manager Ensures:

- ☐ All furniture and loose items around exterior of Club are secured.
- ☐ The Awning Company removes all awnings
- ☐ Surge water direction barriers are installed at upper beach lawn.
- ☐ Large shutters are prepared to shutter Club (to include South Bar windows, Boathouse windows, upper deck windows, ballroom doors, dining room doors).
- ☐ Generators are installed.
- ☐ Reefer truck is delivered.
- ☐ Town Emergency Planning Manager is updated on preparation status.

StormCon 2 - 24 hours prior to anticipated landfall:

The Club President Ensures:

- ☐ All Club events are canceled.

The Commodore Ensures:

- ☐ Members' boats are removed from pier.
- ☐ Remaining inner dock and ramp are moved to lower beach.
- ☐ Launch is removed.

The Club Manager Ensures:

- ☐ Lower beach closed to members due to presence of heavy equipment.
- ☐ Snack Bar, Restaurant and bar service is terminated.
- ☐ Lower beach is configured for storm water drainage.
- ☐ Water to pier is disconnected.
- ☐ Fences at Sailing Center and pier are opened and secured for easier storm water flow.
- ☐ Fence panels are moved to bar porch and lashed down.
- ☐ Parking lot drain grid is removed and protective rail is installed.
- ☐ Building is shuttered.
- ☐ Foodstuffs are moved to reefer truck.
- ☐ Sleeping room guests are required to evacuate.

StormCon 1 – 12 hours prior to anticipated landfall:

The Club Manager Ensures:

- ☐ Security of the entire Club is double checked.
- ☐ Dig trench along West property line at Sailing Center to water (North-South axis)
- ☐ All areas are video recorded and photographed.
- ☐ Employees are required to evacuate.
- ☐ Police, Fire Department and Town Emergency Manager are notified of shutdown and abandonment of premises.

PART D: STORM RECOVERY AND REOPENING THE CLUB

As soon as permission can be obtained to access the Club premises from Town Officials, a visual inspection of the Club's grounds, buildings, docks, and property will be made by the President, General Manager, Building and Grounds Chair, Commodore and Finance Chair to determine conditions, damages and security of the Club.

After a storm it is possible that cell, email, and/or landline phone communications might not be possible. If that is the case, the Storm Response Team will meet in the Club parking lot at noon on the day following the passing of the storm. If access to the Club is not available, this update and planning meeting will take place on the Town Green at noon of the day following the passing of the storm.

VII. RECOVERY AND REOPENING – SAFETY RULES

A preliminary inspection must be conducted to verify stability before entering any flooded, formerly flooded or wind-damaged area. If there is extensive damage, a professional engineer or architect must certify that the area is safe to enter.

Downed electrical wires should be considered “hot” and avoided until the power company services the wires.

Standing water must be avoided. It may be electrically charged from underground or downed power lines.

All Club locations that use electricity (buildings, kitchen/galley, office, boat house, docks, etc.) must be checked prior to turning on the main power switch.

VIII. ASSESSMENTS AND INSPECTIONS

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 SRT 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 police. The incident report number and, if possible, a copy of the incident report, should be obtained from the Harbormaster and the police to substantiate any insurance claims or loss reporting.

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.

VIII. REOPENING PLAN AND PRIORITIES

The President, General Manager, Building & Grounds Chair, and Commodore will meet as soon as practicable to determine reopening procedures and priorities.

The reopening sequence will not begin until road access and approval for occupancy has been granted by Town Officials. Members will be alerted of the reopening sequence via email “blast” and/or text message. The sequence will also be posted on the Club website.

REOPENING SEQUENCE

- ☐ Professionals must inspect and approve electrical connections, water, fire suppression system and septic system.
- ☐ Staff is recalled.
- ☐ Shutters are removed.
- ☐ Awnings are reinstalled.
- ☐ Furniture and fencing is returned.
- ☐ Foodstuffs are returned to refrigerators.
- ☐ Beach and tennis courts are reopened.
- ☐ Snack bar, Restaurant and Bar are reopened.
- ☐ Docks are returned (as appropriate for time of season)
- ☐ Club-owned boats are returned (as appropriate for time of season)
- ☐ All Club activities will resume.

APPENDIX A: THE ACTIVATION CHAIN OF COMMAND AND THE STORM RESPONSE TEAM

The President of Madison Beach Club has the authority to activate the Storm Plan prior to the onset of a severe storm or hurricane in the geographic vicinity of the Club. If the President is not available, the person responsible for activating the Storm Plan will be determined by the Activation Chain of Command table below.

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

The Storm Response Team in consultation with the President or person or persons in command may modify The Plan to respond to any and all unexpected storm conditions.

| ACTIVATION CHAIN OF COMMAND | | | | |
|-----------------------------|---------------------------------------|-----------------|------------------|--------------|
| Order | Title | Name | Landline Phone # | Cell Phone # |
| 1 | President | Dave Allen | 203-245-3576 | 203-640-8399 |
| 2 | Vice President | Diane Daych | N/A | 203-3145-580 |
| 3 | General Manager & Treasurer | William Carroll | 203-245-2714 | 203-233-8116 |
| | | Tom Davidson | N/A | 203-668-9320 |
| 4 | General Manager & Executive Committee | William Carroll | 203-245-2714 | 203-233-8116 |
| | | Tom Davidson | N/A | 203-668-9320 |

| STORM RESPONSE TEAM | | | |
|----------------------------|------------------|------------------|--------------|
| Title | Name | Landline Phone # | Cell Phone # |
| President | Dave Allen | 203-245-3576 | 203-640-8399 |
| Commodore | Leighton Lee IV | N/A | 860-662-0453 |
| Building and Grounds Chair | Clifford Gurnham | 203-453-2242 | 203-444-7013 |
| General Manager | William Carroll | 203-245-2714 | 203-233-8116 |
| Communications | Chris Kilbourne | 203-245-6814 | 203-350-9349 |
| Club-owned Boats | Lincoln White | N/A | 914-482-3814 |
| Dock activities | Steve Adkins | 203-245-4453 | 203-214-7682 |
| Auxiliary | Tom Davidson | N/A | 203-668-9320 |
| | | | |

APPENDIX B: IMPORTANT CONTACTS

| | | |
|-------------------------------------|--------------------------------------|--|
| TOWN OF MADISON | 203-245-5600 | Mike Ott, Town Engineer |
| MADISON POLICE | 203-245-2721 | Jack Drumm, Police Chief |
| MADISON FIRE | 203-245-2772 | |
| MADISON EMERGENCY MANAGEMENT | 203-245-5781 | John Bowers, Director Ed Brunt, Deputy Director |
| CONNECTICUT EMERGENCY MANAGEMENT | 860-685-8105 | John Field, Region 2 Director |
| DEEP | 860-424-5000 | |
| USCG LIS/New Haven | 203-468-4401 | |
| USCG EMERGENCY | 1-800-774-8724 | |
| MBC INSURANCE CARRIER | | Chubb Group (The Burgee Program) |
| MBC INSURANCE AGENT | 800-843-5404 x 45332 860-756-7332 | Willis Group, Brewster Perkins |