

THE HINCKLEY COMPANY EVACUATION PLAN AND PREPARATION PLANNING GUIDE FOR HURRICANES

FORWARD:

The Stuart, FL yard boat service facility will be “**Closed for Business**” whenever designated so by the yard manager. This will usually be initiated upon a named storm that has potential of affecting our area or operations. This will provide adequate time for any patron or employee to vacate the premises and seek shelter. The procedures listed below shall be considered a guide, are not all inclusive, and shall be followed when and where practicable:

Note: Florida Statute 327.59 regarding marina preparation/ protection applies.

EVACUATION PLAN AND PREPARATION PLANNING GUIDE

The following time line should be used whenever practical:

1. The hurricane or emergency, 72 hours out:

- o Determine haul out capacity.
- o Top off fuel in all machinery.
- o Appoint one person (Office Manager) to open all work orders.
- o Secure all roof hatches and remove antennas and loose objects from roof.
- o Check all AC units, insure all panels are secure.
- o Remove any loose materials from the roof.
- o Quick check and remove dangers from trees and bushes. Note, that a major tree cleaning is completed prior to Hurricane Season.
- o Move all outside trash cans and any other moveable items to interior.
- o Remove all flags, banners and signs.
- o Tie down dumpsters and other items that cannot be brought inside.
- o Top off generators with fuel, test and service under load.
- o Top off fuel in all vehicles and maintain at full or near full level. Fill spare containers.
- o Repair any known minor leaks in ceiling, walls, doors and windows.
- o Check business disaster plan for up-to-date phone numbers.
- o Remind employees of the need for them to have family disaster plans.
- o Review company plan with employees.
- o Check on availability of work force based on vacations and equipment based on operability.
- o Review business insurance policy.
- o Pay close attention to local TV and radio broadcasts.
- o Remove canvas covers from tents.
- o Secure all loose items on boats.
- o Check boat stands and chain together where appropriate.
- o Call/ take calls from owners. Complete as many special instructions as possible.
- o Evaluate machines and machinery.
- o Call for 100 KW generator reservation
- o Stock bottled water and ice.

2. The hurricane or emergency, 48 hours out:

- o Monitor hurricane track and alert employees of pending storm.
- o Recheck team member list and contacts.
- o Make duplicate copies of important documents, i.e. insurance policies, financial records, vendor list, etc.
- o Update inventory list of all business equipment and furniture.
- o Video tape or photograph interior and exterior of your buildings.
- o Place loose papers, books, hanging plants in desk drawers or storage cabinets.
- o Allow all employees to take care of personal needs, supplies, food, shutters, etc.
- o Change batteries in cell phones, radios, flashlights, etc.

3. The hurricane or emergency, 36 hours out:

- o Back up computer files and store offsite.
- o Make arrangements to pay employees with cash, if necessary.
- o Set up a petty cash fund for emergency purchases.
- o Check all emergency equipment (flashlights, first aid kits, etc.) Replace missing or faulty items.
- o Move merchandise, equipment furniture away from windows and sky lights.
- o Take down pictures and plaques from the walls.

4. The hurricane or emergency, 24 hours out:

- o Move all remaining records away from windows and floors. Place on shelves, file cabinets and/or counter tops.
- o Relocate boxes, computers and other office equipment if possible to the innermost portion of the building or to a designated offsite safe place.
- o Remove contents or owner file cabinet drawers on ground floor and secure contents at a higher elevation.
- o Install shutters over doors and windows.
- o Secure first floor doorways with sand bags, air conditioning duct tape or heavy plastic to protect from rising water.
- o Cover merchandise files, office machines, computer terminals and other items and furnishings with heavy plastic and secure with duct tape.
- o Alert suppliers of possible closing.
- o If possible, forward work numbers to answering service outside hurricane alert area.
- o Notify local authorities if building will be vacant & if a guard/ security will be present.
- o Check standby electrical generator switches and controls for automatic switch over.
- o Disconnect all electrical appliances/ equipment that are not to run on emergency generator.
- o Post "Notice of Closing" at front entry and entry for supply deliveries.
- o Post evacuation map showing major roadways to evacuate area and locations of local hurricane or emergency shelters.
- o Lock all doors when leaving.
- o Boats in water: Hinckley will assist with time permitting. It is not in the plan to leave boats in the water. Boats in the water will be authorized by the yard manager only.

