

STORM WARNING PROCESS 08

Team Leaders:

Tripper:

Caleb

Loren

In preparation for 08 season we are conducting this meeting to update all staff as to what transpires once the decision has been made to “shut down operations”

It is important that each group understand the importance to each other in preparing the facility in the case of a Hurricane, and the expected cooperation as Legendary employees to the Business, when we prepare well, we can finish well and are able to reopen and operate in the shortest period following adverse conditions.

Each team leader has a responsibility to follow thru on each task and direct his crew to assist others where required.

Phone numbers:

In previous years we have used the “buddy” system, this year I would ask that each employee call his Team leader first, if not reachable, call the next on the list, it is imperative that we keep in contact during and post Hurricane.

Tripper xxx-xxxx

Loren xxx-xxxx

Caleb xxx-xxxx

Tripper's Teams: Yachts: Responsibilities

Yacht team are responsible to fuel, remove all canvas, anchor systems, re-locate vessel's to Tucker, Shalimar Yacht Basin to be hauled OR anchored out.

Inspection of Ground Tackle/ loading and retrieval/ chaff guards. If vessel's are anchored out, the clear intent is to be place on the East side of the Bridge in Rocky.

Securing of all vessel's at MYC and Seaview/ DYC

Support vessel: fuel, check safety equipment/ oil, fenders and Operations

Anchors to be set at 30 degrees off transom.

Chase boat to retrieve "rode" and return to bow of vessel.

Chaff guards to be installed.

Two staff per vessel

Two bow anchors per vessel

Keys to be left on board in cockpit

Turn off all Power

Remove all canvas where possible and stow on same vessel.

Install Anchor chaff guards.

SERVICE and PARTS Loren: Responsibilities

Entire Service/Parts and Rigging crew

Responsible to move all Service equipment to higher locations
Assist in moving all trailer vessels to A/B
EPA area
Removing awnings at Service entrance.
Remove and secure all Yacht canvas and loose equipment on E side.
Adding a total of 8 stands per units, adding line between stands/ pt to stb
Secure all Computers to higher ground
Install “rag” seals under all parts/ service doors
Removing all FG equipment from tents to A side [inside door]
Remove power/ air and water from Tents
Jack tents so wheels are free of alloy frame
Shut down Compressors and bleed off.
Check and make sure all drains and grids are clear ANY debris/

MARINA TEAM

CALEB: Responsibilities

Entire Marina team.

Lifting and storing all LMD/ FWB vessel's in Barn
Securing Ship Store equipment
Removing Dock ramps
Shut down: fuel/ electrical
Moving Marina work shop equipment to higher ground
Fueling all Fork lifts, Hysters and Tractors
Lifting and storing all “non barn clients”
Tag each vessel arriving on transom.
C/D Door Post
Load C/D 1st
Load A/B 2nd
Place as many Sales units in racks/ TAG transoms as Sales.
Removing all hoses/ trash and clearing the deck.
Shut down all Water at Meters [2] in center Isle
Drop flags and store in SS

SALES SUPPORT TEAM: RESPONSIBILITIES

Responsible in moving all hard racks in support of Marina crew moving boats from Sales lot to Barn
Moving boats from FWB to either BB or Midbay
Securing all trash units in Sales areas
Boat stands, crib blocks
Moving Trailer shop equipment to work benches.
Secure Sales building outside equipment & awnings
Secure Sales “main door” PIN and lock
Fill all Company trucks and check engines
Hoses/ trash can [place inside Sales building]
Responsible for securing trailer shop/ Hoist hut and cables and entire Sales lot and Sales building.
Secure all trash facilities in barn
Secure Sales building/ Pin main Door. (Add line to Hyster)
Sand bag bottom rack.
Fill ALL Company Trucks with fuel

72/48 Hour Notice GO-NO GO

Team leader meet and go over present conditions, storm direction and force

All Yachts are checked for fuel and fuel added at that time.
Chase boat [Pursuit] brought down, fueled, fluids checked, safety gear checked and basic tools loaded [knife, flash lights, towing harness, life jackets for 6] on board
All Ground tackle is located and ready to move to hard deck ready to load on “ tender”/yachts.

48 Hour Notice

Team leader’s meet for final decision and direction.

GO – NO GO

24 hour Notice:

All Staff to complete assigned tasks

Secure entire property
Check all Yachts
Secure any loose materials in and around property
Yacht team to secure DYC and Seaview
Shut down all Computers
Property Shut down

12 Hour Notice:

LMD CLOSED

Returning to Legendary:

Please call or email your **Leader** within the 24 hours of Company closure for re-start schedule, if you are unable to contact **leader**, contact Tripper @ xxx-xxx-2525 [c]