

MARINA OPERATIONS

Marina Storm Readiness Checklist

Use this before a storm arrives.
Share with your team as a training reference.

 COMMUNICATION

- ☐ Bulk messaging is set up and tested in Tonight's Boats
- ☐ Contact list audited — mobile numbers verified for all slip holders
- ☐ Emergency contacts on file for all liveaboards
- ☐ Storm and closure alert message drafted and ready to send
- ☐ Staff knows who sends communications and when

 BOATER EXPECTATIONS

- ☐ Written closure policy exists and reviewed this season
- ☐ Policy covers closure criteria, boater responsibilities, and credit/extension terms
- ☐ Policy ready to distribute via bulk message within minutes of a decision
- ☐ Boaters know what's expected of them before a storm, not during it

 RECORDS & CONTRACTS

- ☐ Contract data is current — you know who's in which slip
- ☐ Outstanding balances identified before the storm hits
- ☐ Insurance certificates on file for liveaboards and long-term slip holders
- ☐ Contract terms, including weather and closure language, accessible without digging

 PHYSICAL PREP

- ☐ Dock prep checklist written and accessible to all staff
- ☐ Loose equipment, dock boxes, and signage secured or removed
- ☐ Additional dock lines checked and added on exposed slips
- ☐ Fuel dock protocol confirmed — pump positions, access status
- ☐ Yard walked for anything that can become a projectile
- ☐ Staff storm prep assignments clear before conditions deteriorate

 RECOVERY

- ☐ Damage documentation process in place: who photographs, where it's logged
- ☐ Reopening communication drafted with status and timeline, ready to send
- ☐ Team debrief scheduled post-storm to capture what to improve next time

*"Preparation doesn't prevent storms.
It determines how your marina weathers them."*

marinas.dockwa.com

Bulk messaging: Tonight's Boats in your Dockwa dashboard