

Emergencies

A number of situations may occur in a marina that requires immediate response. Calling 911 may be appropriate in some instances, but additional staff response is also called for in nearly every emergency situation. Without pre-planning, important steps can be overlooked and without a quick reference guide, the best of intentions may not produce the best actions for solving the occasional, but intense problem.

Mandatory

Keep an easily accessible, current emergency contact list, where employees know it is located.

- Tip: Include the location of this list in all new employee training and emergency training.
- Resource: Click for an example [Emergency Phone Numbers List](#).

Maintain a Material Safety Data Sheet (MSDS) for all products used.

- A material safety data sheet (MSDS) is an important component of product stewardship and occupational safety and health. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.) toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.
- Tip: These can be found by manufacturer on-line.

Marina is prepared for cleanup of spills up to 5 gallons, and stores spill response equipment in a convenient, readily accessible location.

- A spill response kit should contain at minimum: oil absorbent socks sufficient to contain a 5 gallon spill, oil absorbent mat pads, and disposable bags and ties. These should be stored together in a bucket or other container near areas where oil based liquids are stored, and be easily accessible. Staff should be trained on how to use these products and know where they are located.
- These are available as kits from a variety of companies and can be ordered on-line.
- Tip: Keep a copy of the Emergency Contact Phone List in the spill response kit bucket.

Additional

Have at least annual emergency training drills for staff.

- Acquaint all employees with the contents of the emergency procedures (if available) and responsibilities for each situation. Training on how to respond to Fire, Tornado, Severe

Storm, Petroleum or chemical spill should be done annually and within the first 6 weeks for all new employees.

- Tip: Maintain a log of training with date, attendees and procedure or training performed.
- Resource: Click for an example [Employee Training Log](#).

Has an accessible, current, written Emergency Action Plan which includes actions to prepare for and recover from tornado, fire and severe storms.

- The plan should contain specific plans of action and responsibilities of staff.
- Think about your facility and what needs to be done to protect the safety of staff and customers and also what needs to be done to protect the water. (Location and proper use of spill kits, location of emergency shut off valves, Removal of explosive material in case of fire etc.) Make this *your* plan.
- Be prepared for a fire.
 - Be sure hydrants are available for fighting fires throughout your facility.
 - Install smoke detectors in ship store.
 - Provide and maintain adequate, readily accessible, and clearly marked fire extinguishers throughout the marina, especially near fueling stations.
 - Inspect and test all firefighting equipment and systems regularly. Test fire extinguishers annually.
 - Train personnel on fire safety and response: who to call, location of hydrants, use of portable extinguishers, etc.
 - Invite the local fire marshal to visit your marina annually to train employees. These annual visits will also help the fire department to become familiar with your facility.
- Click for an example [Emergency Action Plan](#)

Provide boater and staff education for:

Boat Fire Extinguishers

- Keep a serviced fire extinguisher available and accessible. For larger boats over 26' more than one fire extinguisher should be on board. Know how to use them.
- Resource: Click for more [Fire Extinguisher Information](#)

Safe Boat Maintenance

- Ensure engines and fluids are cooled before working to avoid burns.
- Keep work area clear of oil and debris.
- Provide ventilation in work area. (The ongoing replacement of stale or noxious air with fresh air.) Open doors and windows and fans are recommended while working with products that create noxious fumes.