

SAFETY AND EMERGENCY PREPAREDNESS

Environmental Concerns

Being adequately prepared can ensure the safety of employees and boaters during a spill, fire, or other emergency situation and potentially mitigate any negative environmental impact. Calling 911 may be appropriate in some instances, but additional staff response is necessary in nearly every emergency situation. Proper employee training and easy access to quick reference guides are necessary for ensuring that important steps are not overlooked.

Laws and Permits

Workplace Emergency Action Plans

Organizations, including marinas, with more than 10 employees are required to develop and maintain an emergency response plan (29 CFR 1910.38). The plan must be kept in the workplace and be available to employees for review. Marinas with fewer than 10 employees may communicate the plan orally. In Illinois, this and other regulations set by the Occupational Health and Safety Administration are enforced by the Illinois Department of Labor. Visit www.illinois.gov/idol/Laws-Rules/safety/Pages/default.aspx for more information.

Hazardous Material Notification

Under the Emergency Planning and Community Right-to-Know Act (40 CFR 355), marinas with “extremely hazardous substances” stored on-site must complete an Emergency Planning Notification Form. The form must be submitted to the Illinois Emergency Management Agency (IEMA) and the marina’s Local Emergency Planning Commission within 60 days of receiving the chemical. For a list of these chemicals, visit ehs.uark.edu/DocumentPages/ExtremelyHazardousChemicals.pdf. Marinas do not have to report sulfuric acid from lead acid batteries on customer boats. Contact the Emergency Planning and Community Right-to-Know Information Hotline at (800) 424-9346 for more information.

Hazardous Waste Contingency Plans

EPA regulation (40 CFR 262.34) requires large quantity generators of hazardous waste to have a written contingency plan that includes emergency procedures in the event of a fire, explosion, spill, or other emergency. The plan must include the names, addresses, and telephone numbers of everyone qualified to act as emergency coordinator, a description of all emergency equipment and their locations on-site, and a facility evacuation plan. The plan must also describe the arrangements a marina has made with local emergency authorities to coordinate emergency services.

Environmental Concerns

Laws and Permits

- Workplace Emergency Action Plans
- Hazardous Material Notification
- Hazardous Waste Contingency Plans
- Fire Prevention and Response

Best Management Practices for Emergency Planning

- Assess Hazards
- Develop Emergency Response Plans
- Share Your Emergency Response Plan
- Be Prepared for a Fire



Fire Prevention and Response

The National Fire Protection Association's Automotive and Marine Service Station Code (NFPA 30A) requires marinas with service stations to design and manage them to prevent spills, fire, and other dangers. These requirements are adopted locally. Contact your municipal fire marshal to determine whether this code is enforced in your area. Additionally, the Life Safety Code, adopted by Illinois in 41 IAC 100.7, lays out construction, protection, and occupancy requirements necessary to minimize danger to life from the effects of fire. For more information, call the Office of the Illinois State Fire Marshal at (217) 785-0969.

Best Management Practices For Emergency Planning

Assess Hazards

- ✓ Consider and plan for:
 - ♦ Fuel spills (see the Petroleum chapter for additional information)
 - ♦ Holding or water tank filled with gas
 - ♦ Used oil, antifreeze, or solvent spills at the storage site
 - ♦ Fires
 - ♦ Health emergencies
 - ♦ High winds or tornados
 - ♦ Floods
 - ♦ Vehicular collisions

Develop Emergency Response Plans

Use the example emergency response plan in Appendix II to create your emergency plan.

- ✓ Develop a clear, concise, and easy to use emergency response plan. The plan should:
 - ♦ Include a list of emergency phone numbers for local fire and police departments, the marina owner, neighboring marinas that have emergency response equipment, IEMA, the U.S. Coast Guard National Response Center, and spill response contractors. Consider putting this list on the cover of the plan.
 - ♦ Describe the type, amount, and location of hazardous and potentially hazardous materials on-site.
 - ♦ Describe the type of response equipment available on-site and where it is stored.
 - ♦ Provide a list of equipment and services available from neighboring marinas and spill response firms.
 - ♦ Identify what actions should be taken during an emergency and what equipment should be used.
 - ♦ Describe what to do in the case of severe weather, such as securing dumpsters, objects that could potentially blow or wash away, and waterside

- ♦ sewage pump-out and dump stations.
 - ♦ Include written fire safety procedures.
 - ♦ Identify who is responsible for specific actions.
 - ♦ Explain how the equipment should be used and how to dispose of waste and used equipment.
 - ♦ Indicate when additional people should be called for assistance.
 - ♦ Designate a single staff member as the official spokesperson for the facility.
 - ♦ Describe each agency's jurisdiction.
 - ♦ Include a laminated map of the facility showing valves, pipes, tanks, structures, roads, hydrants, docks, power and fuel shut-offs, hazardous material storage locations, and telephones.
- ✓ Update the plan annually to include any new technology or equipment and to confirm phone numbers.
 - ✓ Contact local emergency response providers or the local U.S. Coast Guard Marine Safety Office at (202) 475-3400 for information on how to handle emergencies and for training opportunities.

Share Your Emergency Response Plan

- ✓ Keep all copies of the emergency response plan in a readily accessible location.
- ✓ Include a copy of the plan in your spill response kit.
- ✓ Train employees on how to implement the emergency response plan at least twice a year.
- ✓ Review the plan and response procedures with staff at the beginning of each boating season.
- ✓ Inform your local fire department and harbormaster, if applicable, about your emergency response plan and equipment.
- ✓ Let neighboring marinas know what resources are available at your marina.

Be Prepared for a Fire

- ✓ Meet the National Fire Protection Association's standards for marinas (NFPA 30A, 33, 302, 303, 307). Visit www.nfpa.org/aboutthecodes/list_of_codes_and_standards.asp to review these codes.
- ✓ Install and regularly test smoke detectors.
- ✓ Ensure that hydrants are available throughout your facility to allow firefighting.
- ✓ Maintain adequate, readily accessible, and clearly marked

fire extinguishers throughout the marina, especially near fueling stations (41 IAC 251).

- ✓ Ensure that municipal firefighting equipment can easily access all piers, floats, and wharves.
- ✓ Keep all entrances and exits clear in case of a fire (NFPA 4.5.3.2).
- ✓ Inspect all firefighting equipment and systems monthly.
- ✓ Test fire extinguishers annually and maintain current inspection tags (41 IAC 251).
- ✓ Schedule annual fire inspections to ensure your facility is in compliance with applicable fire codes.
- ✓ Maintain fire inspection records (41 IAC 176.430).
- ✓ Train personnel on fire safety and response.
- ✓ Invite the local fire department to conduct training at your marina annually. These visits will also help the fire department become familiar with your facility.