

Emergency procedures and contact information for when dealing with emergencies, incidents and accidents



# EMERGENCY RESPONSE PLAN

December 2012

# SEAVIEW MARINA EMERGENCY RESPONSE PLAN

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**EMERGENCY  
TELEPHONE NUMBERS**

<b>Police</b>	111 and ask for Police	<b>Hutt City Council</b>	570 6666 <i>any time</i>
Eastbourne Community Const.	439 0480		
Lower Hutt Station	560 2600	<b>Regional Harbour Master</b>	830 4160 <i>or</i> 0800 496 734
Petone Police Station	494 8400	Captain Mike Pryce	
		Deputy: Patrick Atwood	
		Harbour Ranger: Mark McAlpine	027 467 3076
<b>Fire Service</b>			
Emergency number	111 and ask for Fire	<b>Biosecurity NZ</b>	0800 80 99 66
Gracefield Fire Station	568 8657		
<b>Medical</b>			
Wellington Free Ambulance	111 and ask for Ambulance		
<b>Marine Oil Spills</b>			
Wellington Regional Council (Environmental Protection Team)	0800 496 734 <i>a/h</i> 388 1911 <i>or</i> <i>a/h</i> 473 4547		
<b>Maritime New Zealand</b>		<b>Marina Staff</b>	
24 Hour Emergency Line	0508 472269	Marina Office	04 568 3736
		Suzanne Willis	021 208 492
<b>Search and Rescue</b>	Dial 111 and ask for Police	Alan McLellan	027 443 5330
Rescue Coordination Centre NZ	0508 472269	Mike Croft	027 502 2888
		Mark Cousins	0274 102 196
<b>Coastguard</b>	Channel 14 & 62	Alison Watt	021 449 845

***In an emergency front office staff should announce the emergency using:***

1. the VHF radio nearest the office door using Channel 16;
2. the marina cell phones for the Hardstand Supervisor and the Manager to alert all staff; and, also
3. enter the time of each call into the log book.

**EMERGENCY PERSONNEL  
AND CONTACT DETAILS**

<b>CHIEF FIRE WARDEN</b>		<b>MARINA MANAGER</b>	
Alan McLellan	0274 435 330	Alan McLellan	0274 435 330
<b>HARDSTAND SUPERVISOR</b>		<b>ENVIRONMENTAL REPRESENTATIVE</b>	
Mike Croft	027 502 2888	Alan McLellan	0274 435 330
<b>FIRST AID OFFICER</b>			
Alan McLellan	0274 435 330		

## EMERGENCY PROCEDURE FOR SPILL

1. Contact Marina Manager on **0274 435 330** or the administration office on **568 3736**. Manager will determine whether spill type is Tier 1 or 2.
2. Ascertain source and type of spill, i.e. diesel, petrol or oil. High risk areas for spills are; diesel re-fuelling area located at the end of the Travelift bay, the used oil tank adjacent to the north vehicle entry gate (nearest Strait marine). *Spill Response Standard Operating Procedures* chart is on page 20 of this plan.
3. Stop further spillage, if possible:
  - If the spillage is at the marina fueling berth, turn off pumps by pressing the **red Emergency Stop button**, release fuel filler caps to relieve pressure in fuel tanks, collect material still flowing using rags or bucket etc.
  - If the spillage is from a vessel at the marina moorings, and fuel may reach the bilges, the bilge pump must be disconnected from automatic power
4. A drainage plan is attached to this document; storm water paths are marked in **green**, sewerage lines are marked in **red**. Also marked are the **last points at which spills can be intercepted** before entering the sea.
5. If spill is petrol or similar explosive material, clear area of any unnecessary people.
6. Disperse spill using dispersant from dispersant dispensers on marina.
7. For heavy spills attempt to contain by using Boom and Pads from spill kit in the marina workshop or the kit beside the diesel bowser.
8. In case of EXTREMELY HEAVY SPILLS, e.g. several hundred of litres which you are unable to control, contact The **Greater Wellington Environmental Protection Team on 0800 496 734**.
9. Monitor until situation is resolved.
10. Ascertain extent of damage, relevant CLEAN UP PLAN and strategy to make good.
11. All efforts must be made to prevent the spillage from leaving the marina basin and flowing out to the harbour.
12. An incident report must be completed and filed.

Marina Manager



Date: 7/09/2012



## EMERGENCY PROCEDURE FOR BOMB THREAT

1. Bomb threat received.
2. Remember to stay calm and DON'T HANG UP.
3. Obtain as much information as possible:

Ask the following questions:

When is the bomb going to explode?

Where did you put the bomb?

When did you put it there?

What does the bomb look like?

What kind of bomb is it?

What will make the bomb explode?

Did you place the bomb?

Why did you place the bomb?

What is your name?

Where are you?

What is your address?

4. Fill out the following Bomb Threat caller sheet with as much information as possible.
5. Do not alert everyone of the threat.
6. Advise the Marina Manager and Chief Warden.
7. Follow instructions from the Police or Fire Service
8. Search exits and assembly area first.
9. If a suspect device is found do not touch it and alert Police/Fire Service.
10. Evacuation – take all personal items with you and assemble in front of the Office/Ablution Block building.

Marina Manager

A handwritten signature in blue ink, appearing to read "Alan McCall", is written over a horizontal line.

Date: 7/09/2012

**EMERGENCY  
PROCEDURE FOR FIRE IN  
ADMINISTRATION BUILDING**

1. Any staff member will activate the warning alarm situated on the western wall of the Administration Building beside the ablution block entrance.
2. The same staff member to advise the Fire Department and immediately.
3. All persons to evacuate the marina and building and assemble on the hardstand beside B-Pier.
4. Staff members carry out check of all areas and report to the Fire Warden.
5. Staff to notify Fire Warden if people are missing and a possible location.
6. Account for all visitors and general public.
7. Report any anomalies to the Fire Commander and they will arrange search.
8. On advice of Fire Commander, tenants and general public should then return to building or leave premises.
9. Staff to assist in securing the site and determine extent of damage, relevant CLEAN UP PLAN and strategy to make good.

Marina Manager



Date: 7/09/2012

## EMERGENCY PROCEDURE FOR EMERGENCY AT SEA

1. Obtain name of vessel and description, i.e. yacht, power boat, etc.
2. Ascertain vessel position
3. Ascertain condition of vessel
4. Ascertain what help required, i.e. fire tow, medical
5. Ascertain the number of persons on board
6. Ascertain type of communication available to vessel, i.e. radio, VHF, cell phone
7. Advise vessel that you are arranging help and that you will call back in a specified number of minutes to confirm arrangements
8. Advise Emergency Services depending on the type of emergency, i.e. Manager, Police, Fire, Ambulance, Coast Guard etc. **Phone numbers at the front of this document**
9. Try to ascertain response time for emergency services
10. Advise vessel of expected arrival time of assistance
11. Keep at least one (1) method of communication open with the vessel
12. Work calmly and methodically, and if possible allocate one (1) person to coordinate all the above
13. Monitor situation until emergency is over.

Marina Manager



Date: 7/09/2012



**EMERGENCY  
PROCEDURE FOR FIRE ON  
HARDSTAND OR CAR PARK**

1. Any staff member will activate the warning alarm situated on the western wall of the Administration Building beside the ablution block entrance.
2. The same staff member to advise the Fire Service immediately.
3. The same staff member is to manually open the gates of the hardstand area. If this person is not able to do this immediately they are to delegate another staff member to open the gates.
4. Evacuate area.
5. Attempt to move vessel, car or others around the vessel or car on fire.
6. Hand over to the New Zealand Fire Service.
7. Secure area and clean up.
8. Advise owners of vessels/cars affected.

Marina Manager



Date: 7/09/2012

**EMERGENCY PROCEDURE  
FOR FIRE ON A BOAT**

1. Any staff member will activate the warning alarm situated on the western wall of the Administration Building beside the ablution block entrance
2. The same staff member to advise the Fire Department and Fire Warden/Marina Manager immediately
3. Evacuate all persons from the area
4. Ascertain type of fire if possible, e.g. LPG, electrical, fuel
5. If practicable and safe remove the vessels surrounding it
6. If safe to do so, fight the fire. Only attempt to fight fire if it is very minor
7. Seek assistance when possible
8. Bring a spill kit to the scene and deploy if necessary
9. If you believe you are in danger evacuate the area
10. Hand over to New Zealand Fire Service on arrival
11. Remove debris, foam, etc from area and ensure all spills have been cleaned and removed.
12. Secure the vessel
13. Notify the vessel owner.

Marina Manager



Date: 7/09/2012

**EMERGENCY  
PROCEDURE FOR MAN  
OVERBOARD**

1. Establish whether conscious and their ability to swim.
2. If unable to swim, assist by using life buoy, rope or entering the water yourself or direct person to a vessel that is fitted with a transom boarding ladder.
3. If able to swim, assist in getting out of the water.
4. Utilise the work punt if necessary.
5. Apply resuscitation if necessary.
6. Call Ambulance if necessary.

Marina Manager



Date: 7/09/2012

**EMERGENCY  
PROCEDURE – MEDICAL**

1. Remove patient if you can from danger.
2. Check their response and stabilise.
3. Treat if possible, eg stop bleeding with pressure.
4. Call Ambulance and advise the First Aid Officer, depending on the seriousness of injuries.
5. Ascertain cause of emergency
6. Fill out an incident report
7. Investigate preventative measures for the future.

Marina Manager



Date: 7/09/2012

## EMERGENCY PROCEDURE FOR SINKING BOAT

1. Check if anybody is on board.
2. Ascertain, if possible, the cause of the leak and attempt to stop the leak.
3. If own pump is not successful, notify Fire Service by calling 111.
4. If required, organise an emergency pump.
5. There is an **emergency pump** powered by petrol (the Fire Cart) you can use, immediately inside the ablution area door at the Administration Block.
6. Check if bilges are oily, if so collect bilge mat from spill kit and insert in bilges.
7. Dispose of contaminated spill in appropriate receptacle.
8. If unable to stop leak, slip vessel or move to it shallow water.
9. Secure the vessel and notify owner.

Marina Manager



Date: 7/09/2012

**EMERGENCY  
PROCEDURE FOR EVACUATION  
OF MARINA BUILDINGS**

1. Sea Centre staff will be alerted to the need for evacuation by the sounding of the fire siren and recorded voice alert.
2. Wardens in the Sea Centre are to initiate evacuation of all people in the complex. The Chief Warden is to advise the Fire Service by phoning 111 (Chief Warden is the manager of Burnsco Marine).
3. Sea Centre emergency assembly point is at the eastern vehicle access to the hardstand, adjacent to Burnsco Marine.
4. Marina Administration building staff will be alerted to the need for evacuation by the sounding of five blasts of an air horn.
5. Marina Administration staff should evacuate the buildings and staff are to assemble at emergency assembly point in the adjacent car park.
6. The staff member who initiated the alarm is responsible for ensuring that all personnel in the area, including the ablution area, have evacuated the building/s and report to the fire warden advising the fire warden of anyone missing.
7. On advice of the Fire Commander following any evacuation staff may return to the buildings.
8. Staff to assist in securing the site and determine extent of damage. Initiate a clean up plan and strategy to make good.
9. At the conclusion of the emergency, the security monitoring company should be contacted by administration staff to initiate resetting of the access control system.

Marina Manager



Date: 7/09/2012



## TSUNAMI RESPONSE CONTINGENCY PLAN

1. The effects of a Tsunami can vary greatly but are a threat to property and life in coastal areas

### **Warning**

2. Civil Defence will issue warning via the media, both radio and TV
3. The Hutt City Council and fire service will also issue warnings. There will be a long continuous fire siren

### **What to do.**

4. Evacuate everyone from marina berths and hard stand
5. Isolate the fuel to fuel pontoon by switching pump off at the switch board on the side of the toilet block at the Northern Reclamation
6. Keep yourself safe by evacuating to nearest high ground

### **After a Tsunami**

1. Listen to the radio for advice from Civil Defence
2. Do not go down to the sea or back to the marina until you have been given the all clear
3. A Tsunami is not just one wave; there will be more following, so do not think it is safe until told by a member of Civil Defence.

Marina Manager

Date: 7/09/2012

## Map and Diagrams

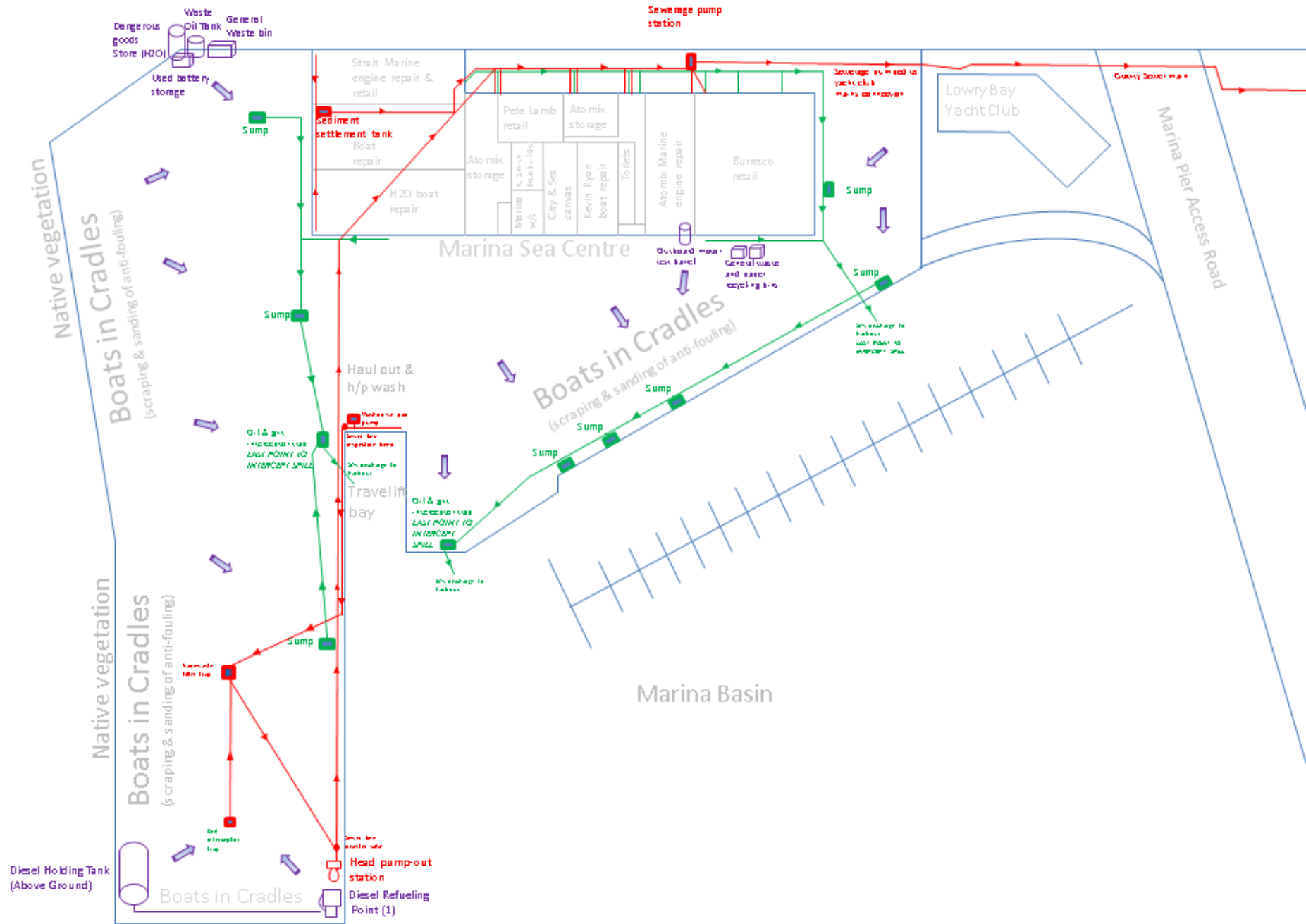


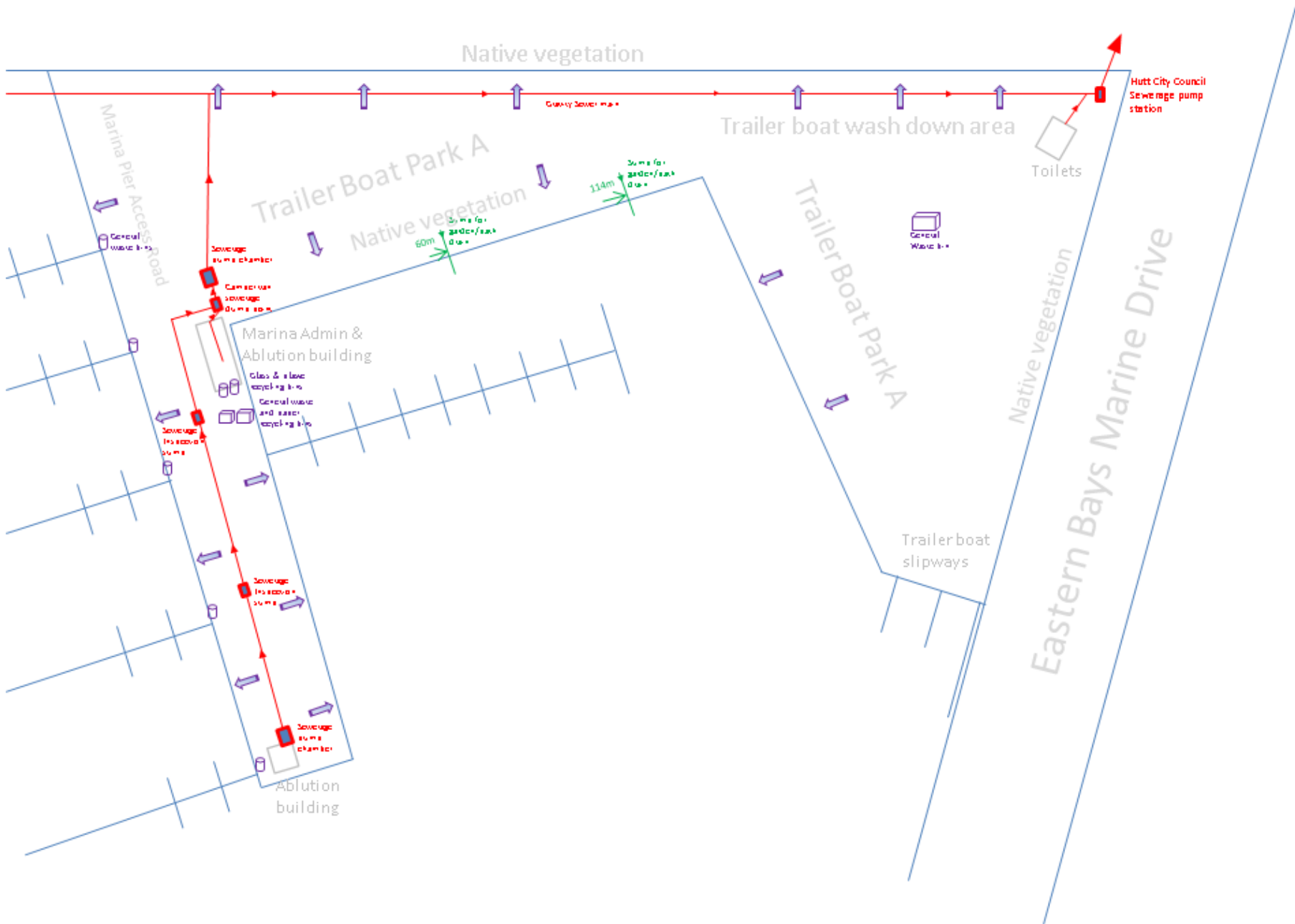
Seaview Marina - 2010





Marina piers; showing relative berth sizes

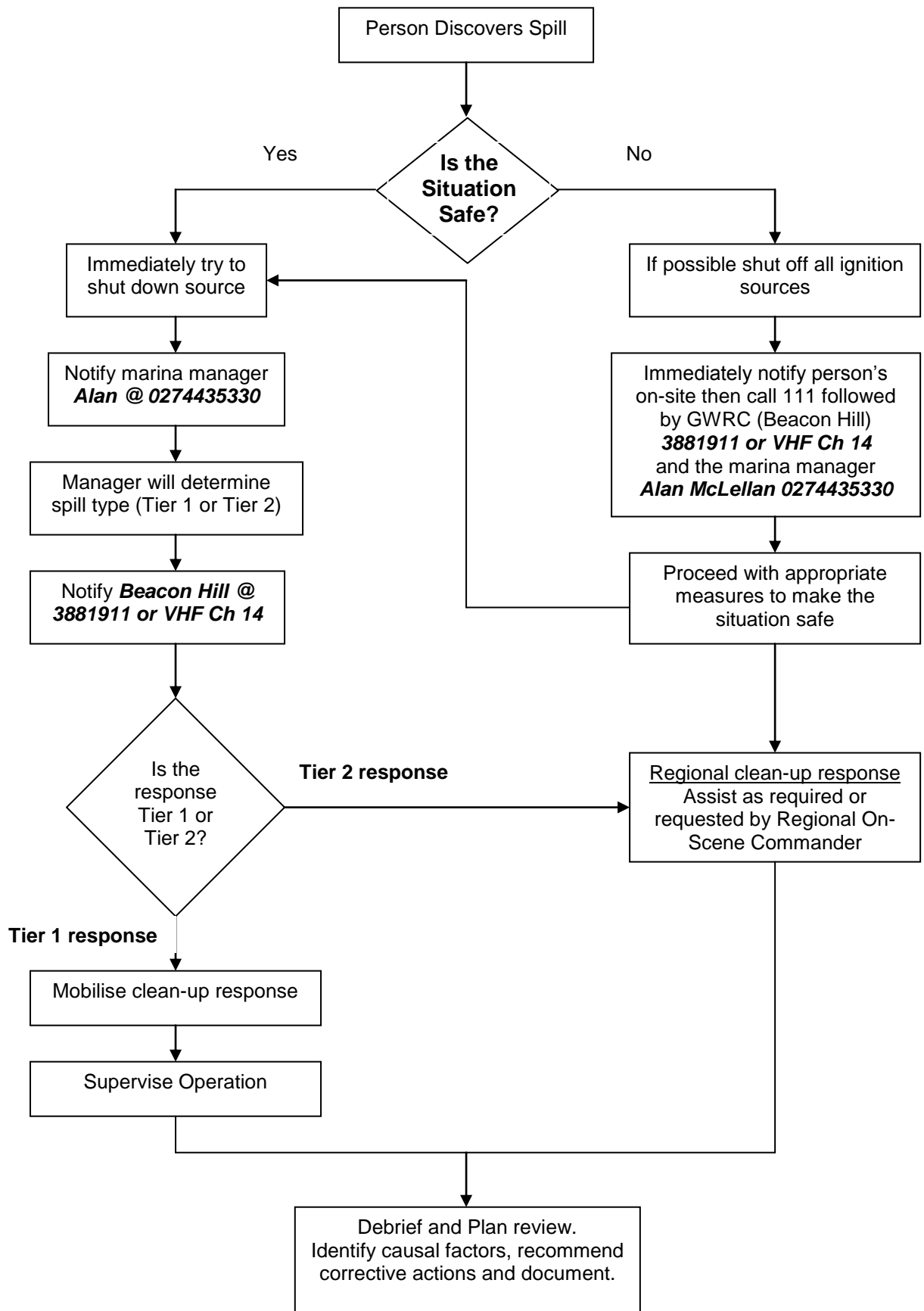




## Oil storage tanks location and holding capacity

Container	Details (location and/or description of tank number, size or color)	Capacity
<b>Waste oil collection tank</b>	Black poly... cylindrical tank positioned at the north west corner of hardstand, beside entry gate	Single tank of 1000 litres capacity
<b>Diesel bulk holding tank</b>	Above ground cylindrical steel tank, located at southwestern extremity of the hardstand, adjacent to the refueling dock	Single tank of 12,000 litres capacity

# Spill Response Standard Operating Procedures





## ENVIRONMENTAL POLICY STATEMENT

1. Seaview Marina Ltd operates a professional and highly innovative marina facility and seeks to be an acknowledged leader nationally in providing and maintaining facilities of the highest quality and service in line with international environmental standards.
2. The Management and staff are leaders within the marine industry on environmental issues, whether on land or water, and are committed to preserving and protecting the quality of our harbour environment.
3. A development with the combination of marine and industrial services is not the only source of pollution in itself. Therefore, efficient and practicable management procedures and plans will mitigate any effect on the environment.
4. Seaview Marina will ensure that:
  - a. there is a continual and effective management plan to prevent pollution and environmental impacts, either directly or indirectly related to the operation of the marina. Management will ensure that through its system, new developments and improvements will be assessed in their early stages of development. As a result of this process, both internal and external audits will be undertaken to ensure that the requirements are in line with that of the policy and the environmental standard.
5. The Management confirmed that all relevant environmental legislation and regulations are conformed to and that Management will act with total responsibility in the event that no regulation exists.
6. An efficient programme and documented procedure exists for setting and servicing environmental objectives and targets.
7. A detailed plan exists on the manner in which relevant information is communicated to:
  - a. Employees
  - b. Customers
  - c. Contractors
  - d. General Public.
8. A monitoring plan exists to ensure that there is an effective use of natural resources and energy along with the efficient disposal of all residual waste.
9. The Management plan of Seaview Marina is designed in an effective manner in order to ensure that incidents and emergencies are handled with the utmost professionalism, should they occur.

Marina Manager

Date: 7/09/2012