

Appendix IX: Emergency Response Plans

Establish a single binder for all of your emergency response plans. Give it a bright cover and spine so that it stands out. Make sure each employee knows where it is and what type of information it contains.

The first item ought to be a site plan:

___ **Site Plan:** Show valves, pipes, tanks, structures, roads, hydrants, docks, power and fuel shutoffs, hazardous material storage locations (e.g., solvents, fuels, pool chemicals, pesticides - indicate quantities), location of response materials, fire extinguishers and telephones.

Then, prepare individual plans for all likely threats such as fuel spills, health emergencies, fires, hurricanes, etc. Keep the plans SIMPLE. Include the following information in each.

___ **Personnel:** Identify who is responsible for taking what action, e.g., deploying equipment, contacting emergency agencies, etc.. Designate one person on the marina staff as the official spokesperson for the facility.

___ **Phone Numbers:**

When calling an emergency response agency, be prepared to describe the nature of the emergency, the location and address of the marina, and the exact location within the complex.

- **U.S. Coast Guard National Response Center (fuel spill): (800) 424-8802**
- **DNREC Emergency Response Team (fuel or hazmat spill): (800) 662-8802 (in state only) or (302) 739-9404**
- DNREC Solid and Hazardous Waste Management Branch: (302) 739-9403
- Poison Center: (800) 722-7112
- State Fire Marshal's Office: (302) 739-5665
- Fire department
- Police department
- Local hospital
- Owner
- Spill response contractors
- Neighboring marinas that have emergency response equipment

___ **Action:** State what action should be taken during an emergency and, based on likely threats, what equipment should be deployed. Include information about what type of equipment is available on site and what its characteristics and capabilities are. Explain how the equipment should be used and disposed.

Emergency Response

Company Name: _____

Address: _____

Directions to Facility: _____

Police: _____ Fire: _____

Delaware DNREC: 1-800-662-8802 National Response Center: 1-800-424-8802

Emergency Personnel: (include marina owner/manager)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Major Waste Types: _____

Emergency Equipment Locations

Fire Extinguisher(s): _____

Spill Control Material: _____

Fire Alarms: _____

First Aid Stations: _____

Fuel Spill (for fuel tanks, pumps and oil recycling tanks)

1. Survey the scene and address safety issues.
2. Identify the source and stop the flow.
3. Contain the spill
4. Notify marina manager/owner
5. Call the U.S. Coast Guard's National Response Center at (800) 424-8802.
6. Call DNREC Emergency Response: (800)662-8802 (in state only) or (302)739-9404.
7. Contact spill response company if necessary.
8. Call 911 in an emergency.