

# 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 (by name or title) 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
- MDE Emergency Response Division (fuel or hazardous material spill): 866-633-4686
- MDE Enforcement (environmental enforcement questions or complaints): 410-631-3400
- Natural Resources Police (boating emergencies or violations of state waterway regulations): 410-260-8888
- Maryland Poison Center: 800-492-2414
- Fire department
- Police department
- Local hospital
- Owner
- Spill response contractors
- Neighboring marinas that have emergency response equipment
- Veterinarian

\_\_\_\_\_ **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.

REFER TO SAMPLE EMERGENCY RESPONSE PLAN ON NEXT PAGE

# ANY PLACE MARINA

1234 Maple Lane ☼ Any Town, MD 12345 ☼ 410-123-4567

## **Fuel Spill Response Plan** for fuel tanks, pumps and oil recycling tanks

1. Stop the flow
2. Contain the spill (indicate where oil absorbent material is stored)
3. Notify marina manager/owner (include home and cell phone numbers)
4. Call Maryland Department of the Environment's Emergency Response Division at 866-633-4686
5. Call the U.S. Coast Guard's National Response Center at (800) 424-8802
6. Contact spill response company if necessary (include phone number)