

Sunnyside Marina Emergency Response Plans

The Port of Sunnyside Club, Inc. has developed the following emergency response plans for the safety of our employees, our boaters and the outside agencies that may be called upon to assist us in case of an emergency. Since it is possible, even likely, that these emergencies will occur when the marina has little, or even no staff on duty, it is very important that these emergency response plans be communicated to all of our boaters. This will be accomplished through the Pier Safety Meetings program established by the Board of Directors. An annual meeting with all piers will take place during each boating season to review these "Emergency Response Plans"

In the event of any emergency, one of the following Managers of the Port of Sunnyside Club, Inc. must be called. The person/boater who is first made aware of the emergency should start at the top of the list and work down. Please leave a voicemail and continue on to the next person on the call list if your call is not answered. The first Manager contacted will make sure the rest of the employees are notified. In addition to the name and phone number to call, there is also an estimated time it may take this Manager to reach the marina.

Rick Chapman, General Manager, phone 651-246-2118, estimated time to respond is 50 minutes.

Melinda Tasler, Assistant General Manager, phone 651-246-6971, estimated time to respond is 30 minutes.

Ricki Mondor, Service Administrator/Ship Store Manager, phone 612-308-1506, estimated time to respond is 15 minutes.

Fire

The City of Oak Park Heights contracts with the Bayport Fire Department. In the event of a fire on a boat in the marina or anywhere else within the marina, the first person having knowledge of the fire should call 911 immediately. This call will be received and responded to by the Bayport Volunteer Fire Department. Once 911 has been called, the person should then call one of the Managers of the marina, starting from the top of the list. Fire extinguishers are located and clearly labeled throughout the marina docks. These extinguishers should be utilized for small fires only.

In the case of a boat on fire, personal safety of our employees and boaters is our first concern. If the boats immediately adjacent to the boat on fire can be moved out of the marina safely, this should be accomplished immediately. The other immediate actions that need to be accomplished are: closing the marina to all traffic, hitting the emergency shut offs at the gas dock (located at the top of the ramp and on each side of the gas dock building), turning off electrical power to the pier where the boat is on fire (emergency shut offs are located at the top of each pier and are labeled in red) and beginning the immediate evacuation of the pier. Everyone evacuating the pier should meet outside the bathhouse. No one should attempt to leave the marina by car.

This could cause the fire trucks and other emergency vehicles to be delayed in their response. Once the Fire Department is on site the role of the marina employees becomes strictly traffic control and communication.

Winter Fire

The Bayport Fire Department will respond. When placing boats in the fall, we will always make sure a clear fire lane is maintained so Fire Trucks and other emergency vehicles can drive through the facility all the way through to the launch ramp. Our boat owners must make sure their boat is never connected to power unless they are present on the boat and electrical heaters with open elements should never be used to heat the boat.

Hazardous Waste Spills Fuel/Diesel/Oil

Spill Prevention Control & Countermeasures Plan (SPCC)

The Port of Sunnyside Club, Inc. has identified the following potential spill scenarios.

Oil leaks from our used waste oil container located in the warehouse – This container holds up to 450 gallons of used oil and is picked up and hauled away by Como Oil on a regular basis. The container is stored over a steel containment system. The containment system will hold up to 100 gallons.

A daily visual inspection of this container and containment system is performed as a normal part of opening the warehouse each morning. The most important part of this inspection is making sure the area is clean. This allows the employee performing the inspection to notice any new oil in the containment system. In the event that a spill occurred beyond our first point of containment, sorbent boom would be placed at the base of the large garage door and sorbent pads and floor dry would be used to catch the oil before it could leave the warehouse area. Como Oil would be called to pump the remaining oil from the container and the container and containment system would be cleaned and repaired immediately. If the spill is determined to be five gallons or more, the Minnesota State Duty Officer must be contacted to report the spill. This call will be made by the General Manager or the Marina office.

Gasoline Leaks from the Underground Tank – The underground tank is a dual tank system and leak tests are performed daily using our Veeder-Root TLS 300 in tank monitoring system. In the event that a leak test failed, Minneapolis Pump and Meter would be called immediately to determine the immediate course of action.

The fuel line running from the underground tank to the Fuel Dock is also a double containment system. In the event that the inner line failed, the leak would first be noticed as the fuel line meets the Fuel Dock. Of course, the leak test would notice this first. If fuel were detected leaking from the connection to the Fuel Dock the system would be immediately shut down and five gallon buckets would be used to catch the remaining fuel in the secondary containment line. If the Gasoline entered the River, containment booms would be utilized to keep the Gasoline in one small area while absorbent pads were used to remove the Gasoline from the River. If the spill is determined to be five gallons or more, the Minnesota State Duty Officer must be contacted to report the spill. This call will be made by the General Manager or the Marina office.

Diesel Leaks from Above Ground Tank – Since the Diesel tank is a double lined tank located above ground, a daily visual inspection is performed as part of the opening of the marina each day.

In the event that a leak was detected, Como Oil would be called to pump the remaining Diesel Fuel from the tank. Absorbent pads and floor dry would be used to keep the Diesel Fuel contained on the cement pad under the tank. Repairs would be ordered immediately to fix the leak.

Gasoline or Diesel Fuel Leaks from a Boat in the Water - In the event that Gasoline or Diesel Fuel is determined to be leaking from a boat in the water, absorbent booms are placed around the boat to contain the spill in the slip. The procedure detailed earlier in this Program for Potential Fuel Leaks on a Boat is followed. Absorbent pads will be utilized to remove the Gasoline or Fuel from the River.

Fuel Leaks at the Fuel Dock – In the event that a leak is noticed in a line or fitting at the Fuel Dock the Emergency Shut Off will be employed and the Fuel Dock will remain closed until Minneapolis Pump and Meter can be called to repair the problem. In the event of a Fuel spill, containment booms will be employed and absorbent pads will be utilized to remove the fuel from the River.

Fuel Leaks or Spills from a Fueling Truck – In the event that a fuel truck was to leak during a delivery to our underground gasoline tank, the storm water exit pipe entering the River just north of the Gas Dock Ramp will be plugged. This will allow fuel to be captured in our storm water system and keep the fuel from entering the River. This is accomplished with an inner tube type product located at the top of the Gas Dock Ramp in a black box. The box has a “Break Glass for Key” box on the top along with a contents list and instructions. Once the tube is placed in the pipe, compressed air, also located in the box, is used to fill the tube. Once this exit pipe has been closed by the plug, containment boom will be placed at the bottom center portion of the trench drain located between the two main buildings. This trench drain will be the first place fuel will reach as it comes down the hill from the fuel truck. The center of the trench drain is the location where the trench drain connects to the exit pipe that will eventually drain to the River. By sealing off this part of the trench drain with the containment boom, fuel will be captured in the trench drain where it can remain until Bay West can be called to clean up the spill. The trench drain is capable of holding up to 1,000 gallons of gasoline.

In the event that the River level is above 682 feet above sea level, the exit pipe to the River will be under water. In this case the first step will be to place the containment boom in the trench drain.

In any spill scenario, the Port of Sunnyside Club, Inc. has contracted Bay West Inc. to respond to all Hazardous waste spills clean up. We will call Bay West Inc. for any spill over 10 gallons and will report any spill over 5 gallons to the Minnesota Pollution Control Agency (MPCA) Duty Officer at 800-422-1798. For any spill, there are five dock boxes located throughout the marina which contain both containment booms and sorbent pads for clean up. The dock boxes are easily identified because they have a sign on top explaining what is contained inside the box. The containment booms are long pieces of material, which can be placed in a circle around the spill or can be used to contain a spill in a slip. The sorbent pads can be used to place over the spill to soak it up. Once the sorbent pads are removed from the water they must be disposed of like any other hazardous material. Plastic bags, safety gloves and safety rain gear are also located in the dock boxes. The bags containing the sorbent pads will be disposed of properly by the Sunnyside Staff after the event has concluded.

Reporting spills and leaks:

Since 1969, Minnesota law requires that people notify the MPCA (through the Duty Officer at 800-422-1798) immediately when more than five gallons of petroleum or any amount of any substance under

their control is released into the environment that could cause pollution of waters of the state. Report spills of anything that might cause environmental damage, including petroleum, hazardous substances, vegetable oil, milk, coal, animal parts, batteries, and more. The person responsible for the spill must also recover spills as rapidly and thoroughly as possible and take immediately such other action to minimize or abate pollution of waters of the state.

Who is required to report?

Individuals, partnerships, governmental organizations, or companies with "any substance or material under its control" must report spills and leaks, including

Property owners who discover contamination

Owners of substances being stored or transported

Contractors in physical control of a discharged substance

Even if a fire or police department or other emergency responder reports your spill, you are still required to report a release of hazardous materials that are under your control. Local ordinances or state and federal law may impose other reporting requirements. You are also responsible for a thorough and effective cleanup and disposal of all wastes generated.

The first person having knowledge of a hazardous waste spill over 5 gallons, either in the water or on land, must call 911 immediately. Any fuel spill becomes an immediate fire hazard. The Bay Port Volunteer Fire Department will respond to the call. They are equipped to contain spills until Bay West can be called to respond to the clean-up of the spill. Bay West will be contacted by the General Manager or the Marina Office.

The first person having knowledge of a hazardous waste spill should call the General Manager of the marina. The General Manager will contact the Duty Officer.

Drowning

In the event that someone has fallen in the water in or around the marina, there are several safety related items to remember. If the person has fallen between a boat and a slip, it is imperative to get them out immediately. Given the wake activity in our marina, being in this position is very dangerous. Also remember that stray electrical current could be present. Do not jump in after the person in the water. Remember that there are ladders located throughout our marina on at least every other slip finger. There are also safety rings and ropes located on each pier in the same location as the fire extinguishers mentioned above. Please follow these instructions if you are the first person on the scene of a potential drowning incident:

1. Assess the situation and ensure your own safety first before attempting to help the person in the water. Be especially aware of the potential for stray electrical current in the water. Drag the person from the water and place them on the dock. Call 911 or have someone else call 911. Bayport Fire and Rescue will respond.
2. Check the person for a response. Shake them to determine if they are conscious.

3. Turn the person on their side and check and clear their airway. Be cautious if there is any suspicion of a potential spinal injury.
4. Open mouth and tilt head back. Extend their jaw and listen for breathing. If the person is not breathing, commence mouth to mouth. 5 breaths in 10 seconds.
5. Check for a pulse at the neck or wrist. If no pulse, commence cardiac massage. 30 compressions in 10 seconds, then 2 breaths in 5 seconds. **NOTE: If only one person is responding they should do compressions only until Paramedics arrive. Never Give Up!!!**

Severe Storm/Tornado

Know what a tornado WATCH and WARNING means:

- A tornado WATCH means a tornado is possible in your area.
- A tornado WARNING means a tornado has been displayed on radar and/or actually touched down and may be headed for your area.
- Go to safety immediately.
- Tornado WATCHES and WARNINGS are issued by county or parish.

When a tornado WATCH is issued...

- Listen to local radio and TV stations for further updates.
- Be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado *may* alert you, but this is not always the case. Many people say a tornado sounds like a freight train.

When a tornado WARNING is issued you will hear the sirens...

- If you are inside one of the buildings, or on a boat, go to the restrooms in the bathhouse or one of the restrooms in the main building. The tornado may be approaching your area.
- If you are outside and unable to make it to the bathhouse or main building restrooms, lie flat in a ditch or low-lying area.
- Do not use your vehicle as a means of escape. Cars and trucks can be fatal shelters. If you are already in your car, you may evade a tornado by moving at right angles to it. If you are trapped in the storm's path, get out of your vehicle and seek shelter in a ditch.
- During a tornado, do not seek shelter in the warehouse or the shop area, because it is important to absolutely avoid buildings with large free-span roofs.

After the Tornado Passes...

- Watch out for fallen power lines and stay out of the damaged area.
- Listen to the radio for information and instructions.
- Do not use candles at any time.

Flood

Because we are in a position to know at least days and possibly weeks in advance of rising water levels, we will always have the time to prepare for any flood situation. Our first concern will be to create

barricades to assure the flood waters are not allowed to reach our main office/shop building. The level at which we will take action occurs when the projected crest of the river is 690 feet above sea level.

If the water is expected to crest at levels above our ability to create barricades, a decision will be made to move all of our valuable items and evacuate the buildings. In any event, the flood preparations will be overseen, and decisions made, with the support and help of the Operations Committee and the Board of Directors.