

Emergency Response Plans

The Port of Sunnyside Club, Inc. has developed the following emergency response plans for the safety of its employees, its boaters and the outside agencies that may be called upon to assist our marina 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 the "Emergency Response Plans"

In the event of any emergency, one of the following employees of the Port of Sunnyside Club, Inc. must be called. The person who is first made aware of the emergency will start at the top of the list and work down. The first employee 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 employee 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.

Jon Husie, Mechanic, phone 651-592-2518, estimated time to respond is 30 minutes.

Aaron Litscher, Mechanic, 651-246-6995 estimated time to respond is 30 minutes

Tim Becher, Travelift Operator/Mechanic, phone 612-889-7894, estimated time to respond is 20 minutes.

Erik Bergstedt, Mechanic, phone 715-417-2683, estimated time to respond is 45 minutes

Tony Klegin, Yard, phone 651-472-1484, estimated time to respond is 45 minutes.

Matt Vance, Yard, phone 651-472-7622, estimated time to respond is 45 minutes.

Inactive Employees who can be Activated to Operate our Work Boat

Gary Stensby, Phone 612-867-4424, estimated time to respond is 2 minutes if Gary is on his boat.

Tom Rapacz, Phone 612-414-4879, estimated time to respond is 2 minutes if Tom is on his boat.

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 employees 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.

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 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. The inspection also includes a visual of the clear plastic site glass located on the left side of the used oil tank. Como is called when the site glass shows the tank is half full. In the event that a spill occurred beyond our first point of containment, absorbent boom would be placed on the inside of the large garage door and absorbent pads and floor dry would be used to catch the oil before it could leave the warehouse area. Como would be called to pump the remaining oil from the container and the container and containment system would be repaired immediately.

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.

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. As a precaution, absorbent boom would be placed in the River from the Travelift structure to the

Pier One ramp, in the event that any diesel fuel entered the River. 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 all spill scenarios, 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). If a spill is in or near the River, all spills, no matter how small, will be reported to the MPCA. For spills under ten gallons, there are four dock boxes located throughout the marina which contain both containment booms and absorbent booms. The dock boxes are easily identified because they have a hammer hanging from a chain and a container that says to “Break Glass for Key”. 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 absorbent booms can be used to place over the spill to soak it up. Once the absorbent booms 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 absorbent pads will be disposed of properly by the Sunnyside Staff after the event has concluded.

The first person having knowledge of a hazardous waste spill over 10 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

Company 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 also call one of the employees of the marina, starting at the top of the call list.

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. 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:

Drowning - Emergency Response

REMEMBER THE FOLLOWING LETTERS: D.R.A.B.C.

D: DANGER:

- Assess the situation and ensure safety of yourself, the casualty and others. Be especially careful of potential electrical current.
- Drag Casualty from water

R: RESPONSE

Check the casualty's response: SHAKE AND SHOUT

A: AIRWAY

Turn Casualty on side and clear Airway

N.B. CAUTION IF SUSPECTED SPINAL INJURY

B: BREATHING

Open mouth, tilt head back, extend jaw and listen for breathing.

IF NOT BREATHING: COMMENCE MOUTH-TO-MOUTH

5 BREATHS IN 10 SECONDS

C: CIRCULATION

Check for pulse at neck or wrist

IF NO PULSE: COMMENCE CARDIAC MASSAGE

30 COMPRESSIONS EACH 10 SECONDS

THEN 2 BREATHS IN 5 SECONDS

REPEAT COMPRESSIONS

REPEAT BREATHS

Note: If only one person is responding they should do compressions only.

ONCE RECOVERED, PLACE ON LEFT SIDE AND CALL 911

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 are unable to make it to the bathhouse or main building, 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 buildings. The level at which we will take action occurs when the projected crest of the river is 689 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 Board of Directors.