

TAB 7: Emergency Planning

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Emergency Planning

Potential Environmental Impacts:

Being adequately prepared for emergency action can potentially reduce the overall environmental impact of a spill, fire, or other event.

Legal Requirements:

SPCC Plan	<input type="checkbox"/> You need to prepare a Spill, Prevention, Control, and Countermeasure (SPCC) Plan, which outlines a facility-wide plan to prevent and clean up oil and gasoline spills [Clean Water Act, 40 CFR 112] if your facility stores gas or oil: <ol style="list-style-type: none"> 1. Above-ground in any size tank(s) with a total aggregate volume over 1,320 gallons (containers of less than 55 gallons and/or permanently closed storage tanks are exempt from the total); or 2. In underground storage tanks with total capacity greater than 42,000 gallons (unless the tanks are compliant with the state requirement for USTs)
Hazardous waste contingency plan	<input type="checkbox"/> If your facility is a Large or Small Quantity Generator of hazardous waste, you must prepare a hazardous waste contingency plan [40 CFR 262.34].
NFPA	<input type="checkbox"/> If you have a marine service station, you must design and manage it to prevent spills, fire, and other dangers as required in the National Fire Protection Association's (NFPA) <i>Automotive and Marine Service Station Code</i> (NFPA 30A). These requirements are adopted locally. Check with your municipal fire marshal for local requirements.
Storage of quantities of hazardous materials	<input type="checkbox"/> If you store hazardous materials in quantities above certain threshold amounts, you must report storage of that substance under the Emergency Planning and Community Right-to-Know Act of 1986 [42 USC 11001, and 42 CFR 355]. <input type="checkbox"/> Keep copies of Material Safety Data Sheets (MSDS) for all hazardous substances used at your facility [Occupational Safety and Health Act of 1970, 29 USC Section 657].
Report spills	<input type="checkbox"/> Any spill or release of petroleum that results in a sheen on the waters of the state or a release of oil onto the ground surface of 42 gallons or more must be reported immediately to the: <ol style="list-style-type: none"> 1. Oregon Emergency Response System (OERS) at 1-800-OILS-911 (or 1-800-452-0311) [OAR 340.142; ORS 466.652] and 2. National Response Center at 1-800-424-8802 [Section 311 of the Clean Water Act; 33 USC 1321].

Best Management Practices:

Assess hazards	<ul style="list-style-type: none"> <input type="checkbox"/> Assess potential hazards at your facility, both manmade (fuel spill or fire) and natural (tsunami or earthquake).
<u>Spill response kits:</u> <i>Convenient location</i> <i>Kit materials</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Store spill containment and control materials in a clearly marked location, readily accessible to work and storage areas. <input type="checkbox"/> The spill response kits should include: <ol style="list-style-type: none"> 1. Absorbent pads and booms (small and large) 2. Empty sandbags 3. Sewer pipe plugs 4. Dry absorbent 5. Square end shovels 6. A pry bar 7. Curtain boom (long enough to span the mouth of the marina and to completely encircle the largest vessel in moorage) 8. Drain covers 9. Fire extinguishers, and 10. A copy of the facility's spill contingency plan.
<u>Emergency response plans:</u> <i>Site plan</i> <i>Hazardous materials</i> <i>Designate staff actions</i> <i>Marina spokesperson</i> <i>Emergency numbers</i> <i>Actions to be taken</i> <i>Other help</i> Update plan Train employees Inform others	<ul style="list-style-type: none"> <input type="checkbox"/> Develop emergency response plans that include written procedures for action addressing potential emergency situations. <input type="checkbox"/> Keep the plan in an accessible location. <input type="checkbox"/> Emergency response plans should: <ol style="list-style-type: none"> 1. Include a site plan of the facility, showing valves, pipes, tanks, structures, roads, hydrants, docks, power and fuel shutoffs, hazardous material storage locations, telephones, and location of emergency response materials. 2. Describe the type, amount, and location of hazardous and potentially hazardous materials stored on-site. 3. Identify which staff member will take what action in the event of an emergency. 4. Designate one person as the spokesperson for the marina. 5. Include a list of emergency phone numbers for: <ul style="list-style-type: none"> o USCG National Response Center – 1 (800) 424-8802 [for spills] o Oregon Emergency Response System – 1 (800) OILS-911 or 1 (800) 452-0311 o Local fire and police o Facility owner o Local harbormaster o Neighboring marinas that have emergency response equipment o Spill response contractors 6. List and describe actions to be taken during an emergency and, based on likely threats, what equipment should be deployed. 7. Indicate when additional resources should be called for assistance. <input type="checkbox"/> Update the emergency response plan as necessary each year. <input type="checkbox"/> Review the emergency response plan with employees and train them on proper use of containment material. <input type="checkbox"/> Inform local fire department and harbormaster of your emergency response plan.

Spill contingency plan	<ul style="list-style-type: none"> ❑ Develop an oil spill contingency plan, even if you are not required by law to prepare an SPCC Plan. A spill contingency plan and emergency response plan can be combined into one document. ❑ The plan should identify: <ol style="list-style-type: none"> 1. Potential spill sources 2. Oil and hazardous materials used or stored in the area 3. Spill prevention measures (e.g., security, inspection, containment, training, equipment), and 4. Spill emergency procedures, including: <ol style="list-style-type: none"> a. Contact information of marina personnel qualified to lead spill response efforts. b. Notification and spill containment measures.
Severe weather checklist	<ul style="list-style-type: none"> ❑ Develop an action checklist for severe weather. Preparations to reduce environmental risks include securing all dumpsters, removing or securing all objects that could potentially blow or wash away, and securing waterside sewage pumpouts and/or dump stations.

Relevant Sections and Appendices:

- ⇒ Appendix A for hazardous substance management information.
- ⇒ Appendix B and Hazardous Waste section for hazardous waste management information.
- ⇒ Appendix E for state and federal spill reporting requirements.
- ⇒ Spills section.

