

## FIRE DEPARTMENT REQUIREMENTS

1. DiMillo's Old Port Marina  
1 Long Wharf  
Portland, ME 04101  
  
Scott Dyer  
Custom Float Services  
36 Union Wharf  
Portland, ME 04101  
  
Nicholas Ray  
TEC Associates  
46 Sawyer Street  
South Portland, ME 04106
2. New Marina Floats: NFPA Classification - NFPA 1, Chapter 28 - Marinas/Boatyards  
IBC Classification - Waterfront Structures
3. Square Footage of Proposed Structure - 1,262 SF
4. Existing & Proposed Fire Protection - See attached Emergency Procedures and Fire Protection Plan.
5. Fire Suppression System - N/A  
Detection System - N/A
6. Life Safety Plan - See attached Emergency Procedures and Fire Protection Plan.
7. Elevators - N/A

## ***EMERGENCY PROCEDURES***

### **FIRE**

1. Call 911.
2. Evacuate facility through set plan (see Evacuation Plan).
3. Turn off fuel lines.
4. All staff members meet for roll call at Marina Office.

### **NATURAL DISASTER (Hurricane)**

1. Secure all dumpsters and trashcans and clear all loose gear from docks.
2. Monitor the need to disconnect t-head docks.
3. Lock all dock boxes, secure pump-out, tape windows on fuel shed and office.
4. Turn off fuel lines.
5. Check lines and fenders on vessels, contact boat owners to secure extra lines and fenders.

### **HOSTAGE SITUATION/ CIVIL DISTURBANCE/BOMB THREAT\***

1. Call 911.
2. Evacuate if necessary.

\*If you receive a bomb threat via telephone- Refer to Bomb Threat Telephone Procedures.

### ***EMERGENCY/FIRE EVACUATION***

1. Exit the floats via the nearest ramp. Do not try to pass the fire.
2. Muster together near but not blocking the gate. Keep area around the gate clear so that the First Responders can easily access the docks. Be ready to answer questions regarding the nature of the fire, persons trapped, missing, or injured for the First Responders.
3. If you cannot pass the fire safely, proceed to the end of the nearest finger dock. The ends of each dock are designated "areas of refuge" wait here to be picked up.
4. Tenants onboard their vessel, in close proximity to the fire that are able to flee the dock should do so. Fleeing vessels are reminded not to block the access of water bound first responders and if possible assist with rescue of individuals in areas of refuge.
5. Marina employees will do their best to direct and assist people in need of evacuation.



It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which stands for **P**ull, **A**im, **S**queeze, and **S**weep.

**Pull**

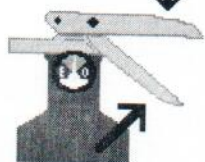


**the pin**

**Pull the pin.**

This will allow you to discharge the extinguisher.

**Squeeze**



**the handle**

**Squeeze the top handle or lever.**

This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

**Sweep**



**side to side**

**Sweep from side to side**

until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.







## MINIMIZE HAZARDOUS SPILLS

Pay Attention when Handling  
Hazardous Materials,  
Spill Prevention is Easier than Clean Up.

When Responding to a Spill:

**STOP** the Source of the Spill

**CONTAIN** the Spill with Booms (not gas!)

**COVER** the Spill with Absorbent Materials

**CONTACT** Sarah or Kurt for help

**CLEAN UP** the Spill according to the material spilled.\*

\*See Recommended Disposal Methods,  
*Brightwork* 4-36 to 4-37.

# OIL SPILL RESPONSE PLAN

USCG POLLUTION RESPONSE NUMBER 1-800-424-8802

MAINE DEP Bureau of Remediation and Waste Management 1-800-432-0777

KURT KNUDSEN 865-0578

CLEAN HARBORS 799-8190

**Prevention is the best form of protection. Encourage patrons NOT to top off their tanks. Always return nozzles to the dispenser holder, do not leave them lying down on the dock. Promote the use of oil absorbers (around nozzle) while fueling.**

In the event of an oil spill, cleanup efforts should begin immediately and completed as soon as possible, taking precedence over normal work. The cleanup should include properly disposing of any spilled material and used cleanup material.

## WHO?

The fuel attendant is responsible for reporting the spill to management immediately. The manager will call USCG Pollution Response, or instruct you to. The USCG Pollution Response number is posted on the call box for individuals pumping after hours. The pumps are monitored 24 hours by a surveillance system to prevent vandalism.

## WHAT? \*

The following steps should be performed as quickly as possible:

1. Stop the source of the spill and inform management.
2. Contain the liquid, using booms. **\*do not cover or contain GAS let it evaporate.**
3. Cover the spill with an absorbent material- oil absorbent pads, pillows.
4. Dispose of contaminated materials. Immediately double bag pads and dispose in dumpster.

## Proper Use of Equipment:

Equipment can be found at the fuel dock in the Spill Response Kit. The Kit contains 2 booms, 2 pillows, Oil Absorbent pads, Gloves, and Goggles.

Booms – use around perimeter of spill to prevent spreading

Pads- used to absorb smaller quantities of oil from water

Pillows- use to absorb thicker liquids and larger quantities of oil that have already been contained using a boom

#### WHEN?

Equipment will be inspected daily, upon opening the fuel dock. Inventory will also be checked after any spill. Management will decide if additional resources are needed for assistance. Employees will be trained on the equipment upon hiring and as a group at the start of each season.

#### WHERE?

Materials are located in the Fuel Shack. If additional resources are needed call the USCG Pollution Number.

#### HOW?

Equipment should be used as instructed in training. Used materials should be double bagged and disposed of at Clean Harbors.



# MAINE

## **Clean Boatyards & Marinas**

### PROGRAM

#### FOR SUB-CONTRACTORS ONLY:

I understand and agree to have my proposed work first authorized by this facility and that I will adhere, at a minimum, to the contents of this document. I further understand that because of the nature of my proposed work, the facility may require that I be supervised by an employee of said facility for which I will pay the normal existing rate.

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### POLLUTION PREVENTION PRACTICES:

- 1) REPAIRS AND SERVICE (to hull and engine: painting, cleaning, washing, sanding, scraping, etc.)
  - a. Work on hulls and engines only in designated areas or use portable containment enclosures with approval of marina management.
  - b. Use tarps and vacuums to collect solid wastes produced by cleaning and repair operations- especially hull cleaning, sanding, scraping, and painting.
  - c. Conduct all spray painting within an enclosed booth or under tarps.
  - d. Use non-toxic, biodegradable solvents.
  - e. Capture and properly dispose of organic debris from bottom washing.
  - f. Use only minimal amounts of phosphate-free, non-toxic, and biodegradable cleaners.
  - g. Use drip pans for oil transfers, grease operations, and when servicing I/Os and outboard motors.
  - h. Obtain management approval before commencing any repair which will open the hull. Clean and pump bilges free of contaminated materials before and after repairs which open the hull.
  - i. Use spill proof oil change equipment.
2. VESSEL MAINTENANCE WASTE
  - a. Non-toxic residue of sanding, scraping, and grinding: bag and dispose of in regular trash.
  - b. Toxic or questionable residue of sanding, scraping, and grinding: seek specific directions from marina/yard management or dispose with licenced agency.
  - c. Toxic and non-environmentally safe solvents and cleaning liquids: seek specific directions from marina management or dispose of with licensed agency.
3. FUEL OPERATIONS
  - a. Install fuel/air separator on fuel tank vent line(s) to prevent overflow of fuel through vent.



- b. Keep petroleum absorbent pad(s) readily available to catch or contain minor spills and drips during fueling.

#### 4. WASTE OIL AND FUEL

- a. Recycle used oil and antifreeze.
- b. Add a stabilizer to fuel tank in the fall or an octane booster to stale fuel in the spring. Use the fuel or bring it to a household hazardous waste collection site.
- c. Absorbent materials soaked with oil or diesel: drain liquid and dispose of in used oil recycling container; double bag absorbent material in plastic and dispose in regular trash receptacle.
- d. Absorbent materials soaked with gasoline (flammable): contact staff immediately for directions regarding proper disposal.
- e. f. Oil filters: drain and recycle the oil; recycle the filter or double bag and put in regular trash.

#### 5. ONBOARD PRACTICES

- a. Maintain oil absorbent pads or socks in bilge. Inspect no less than annually.
- b. Do not discharge bilge water if there is a sheen to it.
- c. Use only low-toxic antifreeze (propylene glycol). Recycle used antifreeze (even low-toxic anti-freeze will contain heavy metals once it has been used).

#### 6. SEWAGE HANDLING

- a. Never discharge raw sewage within Maine waters.
- b. If you have an installed toilet, you must have an approved Marine Sanitation Device (MSD).
- c. Do not discharge Type I or Type II marine sanitation devices within the marina basin.
- d. Use marina restroom facilities when at slip.
- e. Do not empty port-o-potties in the restrooms. Use marina dump facility.
- f. Do not discharge holding tanks overboard; use pump-out facility.
- g. If you must use a holding tank additive, use an enzyme-based product. Avoid products that contain quaternary ammonium compounds (QACs), formaldehyde, formalin, phenal derivatives, alcohol bases, or chlorine bleach.
- h. Liveaboards, place a dye tablet in holding tank after each pumpout. The dye will make any illegal discharges clearly visible.

#### 7. ORGANIC WASTE

- a. Clean fish only in designated areas.
- b. Grind, compost, or double bag fish scraps (*depending on the services offered by your marina*)
- c. Walk pets in specified areas and dispose of their wastes, double bagged, in the dumpster.

#### 8. SOLID WASTE

- a. Recycle plastic, glass, aluminum, newspaper, and used lead batteries (*tailor this section to fit your facilities practices*).
- b. Place trash in covered trash receptacles; replace covers.