



**Emergency Response Plan**  
**For The**  
**Lake Butler Marina**  
**Robe**

# Lake Butler Marina Robe

## Emergency Response Plan

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Documents Revisions

## Emergency Telephone Numbers

Police/Ambulance/Fire/SES	000
District Council of Robe (24hr)	08 87682003
Harbour Master	0429799614
Robe Medical Centre	08 87682012
Kingston Hospital	08 87670222
Robe Professional Fishermen's Association (President)	0427799684
Robe Coast Guard (Peter Sangster)	08 87682274
State Marine Pollution Controller	08 82483505
EPA	1800 623445
Transport SA	08 82483505
Safework SA	1800 777209

# Emergency Procedure for Spills

1. Contact Harbour Master on 0429799614 or the Council Office 08 87682003.
2. Ascertain source and type of spill, i.e. Diesel, petrol, oil or other. High risk areas for spills are; diesel re-fuelling area located at the main wharf, hardstand and the used oil station located in the hardstand area. Spill Response Standard Operating Procedure chart is on page..... Of this plan.
3. The Harbour Master may give instructions to evacuate the area.
4. If the spill is petrol or similar explosive substance, the area must be cleared of any unnecessary persons. The Harbour Master will turn off all electrical power to the area and avoid all flames and sparks.
5. If it is safe to do so, control and contain the cause of the spill and contact boat owner.
  - a) Turn off bilge pump/s
  - b) If the spill is within the hardstand;
    - i. Fit booms to drains and oil pads around the spill to contain the spill from entering the storm water drains and affecting other assets around the cause of the spill.
    - ii. Cover the spill with absorbent matter contained in the spill kit.
    - iii. Spill kits are located in the weight station/fuel shed on the main wharf, in a large yellow wheelie bin.
  - c) If the spill is in the marina;
    - i. Disperse the spill using dispersant from the spill kit. Extra dispersant can be obtained from the marina shed in the hardstand.
    - ii. Fit booms around the source of the spill.
    - iii. Spill kits are located in the weight station/fuel shed on the main wharf, in a large yellow wheelie bin.
6. In case of HEAVY SPILLS e.g. greater than 50 litres which you are unable to control, contact State Marine Pollution Controller 08 82483505.
7. Dispose of contaminated materials in appropriate receptacles.
8. Monitor until situation is resolved.
9. Harbour Master and Works Operation Co-ordinator to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If required; Harbour Master to implement a Clean-up Plan and Strategy to make the area good.
10. File Report.

## Bomb Threat

1. Bomb threat received by telephone – remember to remain calm and **DO NOT HANG UP.**
2. Obtain as much information as possible and write this information down immediately in case it is required later; record date, time, duration and any background noises. Write down the exact wording of the threat; refer to Telephone Threat Form: Attachment 14 page .
3. Do not alert everyone to the threat. Remain calm and advise the Harbour Master and Deputy Chief Executive. Follow instructions given. Report immediately to **POLICE 000.**
4. If a suspect device is found, do not touch it. Alert Harbour Master and Deputy Chief Executive and if safe, cordon off the area.
5. The Harbour Master may give instructions to evacuate. If these instructions are given follow directions from the Harbour Master.  
**Note: You may be advised to proceed to a different muster point.**
6. File Report.

## **Fire on Hardstand, Boat Ramp or Car Park Areas**

1. Immediately notify the **South Australian Country Fire Service 000**.
2. Advise the Harbour Master or Deputy Chief Executive that a fire has commenced and which area of the premises is involved.
3. Hardstand gates to be fully opened.
4. Harbour Master may give instructions to evacuate the area. If this instruction is given follow the standard evacuation plan.
5. If it is safe to do so, attempt to extinguish the fire using the correct fire extinguishers and /or water.
6. If instructed by the Harbour Master, attempt to move vessel/s and /or car/s from the vicinity of the fire.
7. Hand over to the CFS when they arrive.
8. The Harbour Master and Works Operation Co-ordinator are to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If relevant, the Harbour Master is to implement a Clean-up Plan and Strategy to make the area good.
9. Advise owners of vessel/s and/or car/s affected.
10. File Report.

# Fire on Boat

1. Immediately notify the **South Australian Country Fire Service 000**.
2. Advise the Harbour Master or Deputy Chief Executive that a fire has commenced and which vessel/s are involved.
3. Security gates on fingers to be unlocked and opened.
4. Harbour Master is to co-ordinate evacuation of all persons from the area.
5. Ascertain type of fire if possible e.g. electrical, fuel etc.
6. If safe to fight the fire do so; if you believe you are in danger, evacuate the area.
7. If safe to do so; remove vessel from mooring or remove vessels not involved.
8. Hand over to CFS when they arrive.
9. The Harbour Master and Works Operation Co-ordinator are to ascertain the extent of the damage, remove debris, foam etc. from the area and ensure all spills have been cleaned up and removed. If instructed, staff are to assist in securing the site. If relevant, the Harbour Master is to implement a clean-up Plan and Strategy to make area good.
10. Secure vessel.
11. Notify vessel owner/s and Transport SA.
12. File Report.

NB: This emergency procedure needs to be drilled. The Harbour Master is responsible for arranging this drill program.

# Emergency at Sea

1. Obtain name of vessel, description, i.e. yacht, power boat etc. and name of skipper.
2. Ascertain vessel position.
3. Ascertain condition of vessel.
4. Ascertain what help is required, i.e. fire, tow, fuel, medical.
5. Ascertain the number of persons on board.
6. Ascertain type of communication available to vessel, i.e. radio, VHF, cell phone.
7. Advise vessel that you are arranging help and that you will contact them back within a specified time frame to confirm arrangements.
8. Advise Emergency Services depending on the type of emergency, i.e. Harbour Master, Police, Fire, SES, Ambulance, Coast Guard etc.  
**Emergency numbers are at the front of this document.**
9. Try to ascertain response time for emergency services.
10. Advise vessel of expected time for assistance.
11. Keep at least one (1) method of communication open with the vessel.
12. Work calmly and methodically and if possible allocate one (1) person to coordinate all of the above.
13. Monitor the situation until emergency is over.
14. File Report.



## Man Overboard in Marina

1. Call **MAN OVERBOARD** to bring the incident to the attention of others in the area. Seek assistance of any persons nearby. Notify the Harbour Master or Deputy Chief Executive.
2. Establish whether person is conscious and their ability to swim.
3. Attempt to recover the person from the water by using life buoys. Life buoys are located on each marina arm, boat ramp and channel entrance. Along with ladders for the person to climb out or direct the person to the nearest boat stern platform.
4. Apply First Aid if qualified to do so and CPR if necessary.
5. Call **AMBULANCE 000** if necessary.
6. Take person to local medical centre to be checked over, unless they are perfectly well.
7. File Report.

NB: This emergency procedure needs to be drilled. The Harbour Master is responsible for arranging this drill program.

## Sinking Boat in Marina

1. Check if anybody is on board. Contact Harbour Master or Deputy Chief Executive and boat owner if possible.
2. Ascertain the possible cause of the leak and attempt to stop the leak if safe to do so.
3. Turn on bilge pump or use manual pump to remove water.
4. If required organise emergency pump from depot.
5. If own pump is not successful, notify **CFS 000**.
6. Check if bilges are oily. If so insert soaker pads from spill kits to soak up oil.
7. Dispose of contaminated soaker pads in the appropriate receptacle.
8. Only under the advice of the Harbour Master, move vessel to shallow water or slip vessel.
9. Notify owner/s and Transport SA.
10. File Report.

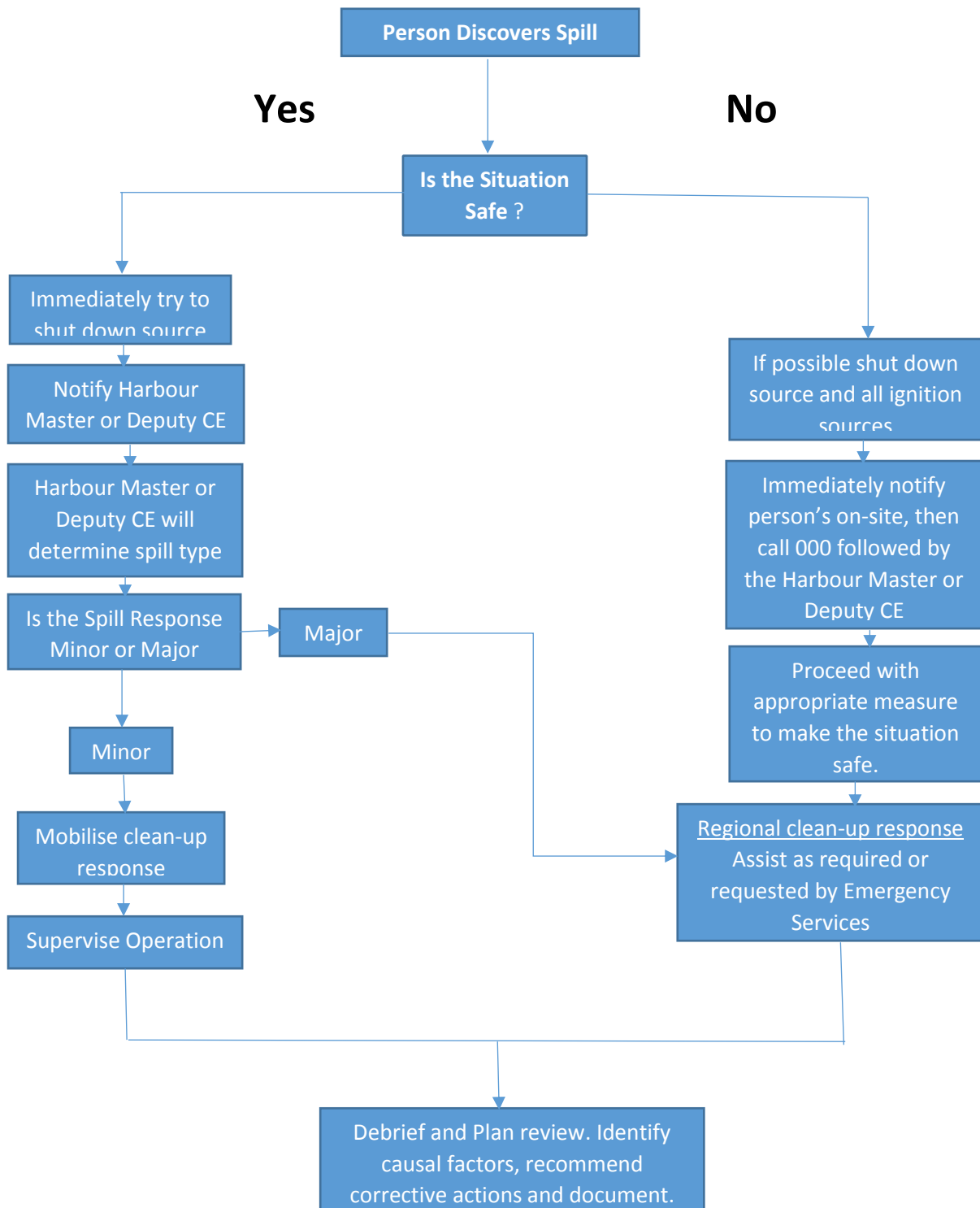
# Evacuation of Marina

1. There are several occurrences that may require evacuation of the marina.
2. If this situation occurs that could require the evacuation of the marina, call 000 and notify the Harbour Master and Deputy Chief Executive.
3. The Harbour Master and/or Deputy Chief Executive will manage the evacuation of the marina onto the grassed area by the old Customs House, this is so people will be safe and emergency personnel have clear access onto the marina.
4. The Emergency Services will take control of the emergency when they arrive. All staff are to obey all instructions from Emergency Services personnel.
5. If the Harbour Master or Deputy Chief Executive instructs all persons to evacuate the marina, the assembly area is on the grassed area by the Old Customs House, unless otherwise instructed.
6. Where there are people with disabilities (e.g. persons with a physical, visual or auditory disability- temporary or permanent), please provide them with assistance.
7. The Harbour Master is to co-ordinate with staff to carry out a check of all areas (if safe to do so), to identify if any people are missing and to account for all visitors and general public.
8. Only on advice from the Emergency Services will the Harbour Master allow staff and the general public back into the marina area.
9. The Harbour Master and Deputy Chief Executive are to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If relevant; Harbour Master is to implement a Clean-up Plan and Strategy to make area good.
10. File Report.

# Map of Marina Layout



# Spill Response Standard Operating Procedures Diagram



# Environmental Policy Statement

1. The District Council of Robe operates a professional and highly innovative marina facility and seeks to be an acknowledged leader nationally in providing and maintaining facilities of the highest quality and service in line with international environmental standards.
2. The Management and staff are committed to preserving and protecting, whether on land or water the quality of our harbour environment.
3. A combination of marine and industrial services is not the only source of pollution in itself. Therefore, efficient and practicable management procedures and plans will mitigate any effect on the environment.
4. The District Council of Robe will ensure that:
  - a. There is a continual and effective management plan to prevent pollution and environmental impacts, either directly or indirectly related to the operation of the marina. Management will ensure that through its systems, new developments and improvements will be assessed in their early stages of development. As a result of this process, both internal and external audits will be undertaken to ensure that the requirements are in line with that of the policy and the environmental standards.
5. The District Council of Robe confirmed that all relevant environmental legislation and regulations are conformed to and that Management will act with total responsibility in the event that no regulation exists.
6. An efficient programme and documented procedure exists for setting and servicing environmental objectives and targets.
7. Detailed and relevant information will be communicated to:
  - a. Employees
  - b. Customers
  - c. Contractors
  - d. General Public
8. A monitoring plan exists to ensure that there is an effective use of natural resources and energy along with the efficient disposal of all residual waste.
9. The Emergency Response Plan for the Lake Butler Marina is designed in an effective manner in order to ensure that incidents and emergencies are handled with the utmost professionalism should they occur.

# Incident Report Form

## Incident Details

Facility Address:

Incident Date:

Incident Summary:

Incident Particulars:

Was an Evacuation Initiated:

Trigger for Evacuation:

Approximate Number of Evacuees:

Elapsed Time to Evacuate:

Occupants Assembled at the Designated Assembly Area/s:

Additional Comments:

Chief Warden:

E.C.O. Members:

E.C.O. adhered to Emergency Response Procedures:

Additional Comments:

# Incident Report Form

## Incident Details

Police in Attendance:

Comments:

Fire Service in Attendance:

Comments:

SES in Attendance:

Comments:

Ambulance in Attendance:

Comments:

Injuries:

Facility/Environment Damage:

Was a Debrief Conducted:

Follow Up:

Report Compiled By:



# Telephone Threat Form

Exact Wording of Threat:

Note: If a telephone threat, DO NOT hang up

Questions to Ask:

1. Where did you put the bomb?
2. When did you put it there?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will make the bomb explode?
6. Did you place the bomb?
7. Why did you place the bomb?
8. What is your name?
9. Where are you?
10. What is your address?

Action:

Report call immediately to Police:

Report call immediately to Chief Warden:

Identifying/Locating the Caller

- |                                   |                                       |  |   |                                     |
|-----------------------------------|---------------------------------------|--|---|-------------------------------------|
| <input type="checkbox"/> Male     | <input type="checkbox"/> Slow         | <input type="checkbox"/> Slurred       | <input type="checkbox"/> Deep breathing         | <input type="checkbox"/> Rapid      |
| <input type="checkbox"/> Female   | <input type="checkbox"/> Nasal        | <input type="checkbox"/> Cracked Voice | <input type="checkbox"/> Soft                   | <input type="checkbox"/> Stuttering |
| <input type="checkbox"/> Old      | <input type="checkbox"/> Disguised    | <input type="checkbox"/> Loud          | <input type="checkbox"/> Lispering              | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Young    | <input type="checkbox"/> Laughing     | <input type="checkbox"/> Raspy         | <input type="checkbox"/> Familiar               | <input type="checkbox"/> Emotional  |
| <input type="checkbox"/> Abusive  | <input type="checkbox"/> Inconsistent | <input type="checkbox"/> Well Spoken   | <input type="checkbox"/> Incoherent             |                                     |
| <input type="checkbox"/> Recorded | <input type="checkbox"/> Foul         | <input type="checkbox"/> Clear         | <input type="checkbox"/> Message Read by Caller |                                     |

Estimated Age:

Accent (specify):

# Telephone Threat Form

Background Noises (what could you hear in the background)

- |  |  |                                  |  |
|--|--|----------------------------------|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> House Noises      | <input type="checkbox"/> Clear   | <input type="checkbox"/> Local call    |
| <input type="checkbox"/> Crockery      | <input type="checkbox"/> Motor/Engine      | <input type="checkbox"/> Muffled | <input type="checkbox"/> STD           |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Aircraft          | <input type="checkbox"/> Static  | <input type="checkbox"/> ISD           |
| <input type="checkbox"/> Pa System     | <input type="checkbox"/> Office Machinery  | <input type="checkbox"/> Fading  | <input type="checkbox"/> Mobile        |
| <input type="checkbox"/> Music         | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local   | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Long Distance |  |                                  |  |

Call Taken:

Date & Time:

Duration of Call:

Call Received on:

Recipient:

Name:

Phone:

Signature:

