



# WANAKA MARINA LIMITED

## Incident and Emergency Procedures



The full Wanaka Marina Limited Health and Safety Management Plan is available on the Wanaka Marina Website: <http://www.wanakamarina.co.nz>



# EMERGENCY

## FIRE POLICE AMBULANCE

# 111

**Emergency Assembly Point:**

**Public Toilets at the Boat Ramp**

GPS Coordinates for Assembly Point:

**-44° 690601**

**169°132848**

## IMPORTANT PHONE NUMBERS

WML Management: Craig Fahey - 021 0833 5771   ops@wanakamarina.co.nz	Wanaka Medical Centre - 03 443 0710
Harbour Master (HM) - 03 441 0499.	Wanaka Police (non-emergency) - 03 443 7272
Coast Guard Rescue (Jonathan Walmisley) – 027 443 1014	Lakes District Hospital - 03 441 0015
Regional Council (QLDC Wanaka) 0800 80 0033	National Poisons Centre - 0800 764 766
Pollution Hotline (QLDC Wanaka) - 0800 800 033	Electrical Faults (PowerNet) - 0800 808 587
RD Petroleum - 0800 440 014	RD Petroleum After hours (Craig Fitzgerald) - 021 347 463
WorkSafe NZ - 0800 030 040	Progressive Consulting - 0800 020 002



<b>Emergency Information</b>	<b>Location</b>
Assembly Point/s	Public toilets at the boat ramp
Spill Kit	Fuel berth
Fire Extinguishers	1. Between Berth 5 and Berth 6 2. Between Berth 25 and Berth 26 3. Between Berth 41 and Berth 42 4. Between Berth 77 and Berth 78
Fire Hoses	1. Between Berth 9 and Berth 10 2. Between Berth 29 and Berth 30 3. Between Berth 49 and Berth 50 4. Between Berth 67 and Berth 68
First Aid Kits	Entry gate to Marina



# Fire

If you discover a fire:

1. Warn anyone in immediate danger of the hazard. 2.

Contact Emergency Services on 111.

3. Contact the Marina Operations Manager/Wanaka Marina Management by calling Shane Gibson on 027 485 3301.

4. Do not extinguish the fire unless there is no personal danger to you or anyone else.

5. Ensure that you and any others are removed from the scene and are at no risk.

6. Move to the designated assembly point(s).

7. Walk calmly and quickly and avoid panic, ensuring people with disabilities are assisted by a responsible person.

8. Ensure any visitors, berth holders and workers conducting work at the Marina are included in the evacuation.

9. Check hidden or remote areas en route to the designated exit point.

10. Ensure the berth holders, workers and visitors remain at the evacuation point until clearance to leave is given. Do not return to the Marina until given the all clear by the Fire Service.

11. The continuing operation of work or activities at the Marina will be determined by the nature of the fire and the availability of resources such as building, workers, and other resources. The responsibility of whether or not to continue work rests with Wanaka Marina Management.



# Earthquake

In an Earthquake - Keep calm.

- Move into a clear open space if possible.
- If operating a vehicle or machinery, turn off, and move into a clear open space if possible and keep away from buildings and power lines.

When the shaking stops:

1. Keep calm and ensure your personal safety first.
2. Check those around you and help those who need assistance.
3. If anyone requires medical assistance, call 111 and/or administer first aid.
4. Ensure electrical sources and gas taps are turned off.
5. Listen to the radio for instructions from Civil Defence: if the work site is located near the coast line or a large body of water, be aware of the possible risk of Tsunami.

# Tsunami

1. Don't wait to be told to evacuate if a strong earthquake occurs and your worksite is located in an area at risk of a Tsunami. Evacuate if instructed by Civil Defence.
2. Evacuate at least 1 km inland and 35 meters above sea level, by vehicle if possible.



# **Serious Injury**

1. Keep calm.
2. Ensure your own safety and the safety of others.
3. Assess area for danger e.g. Live wires, poisonous substances etc.
4. Raise the alarm and get a person to contact Emergency Services on 111.
  5. Provide first aid treatment as required. Do not assume death has occurred – give immediate first aid.
6. Notify the Marina Operations Manager, and if you are a contractor your contracting company.
7. Isolate and contain the area.
8. If the injury amounts to a notifiable event, preserve the accident scene and notify WorkSafe for scene clearance.



# Extreme Weather Conditions

1. If any adverse weather conditions (heavy snow fall, gale force winds, and heavy rain warnings i.e. flooding) that could risk your health and safety in the workplace transpires before you are due to commence work, make contact with the Marina Operations Manager, and your contracting company.
2. If any adverse weather conditions that could risk your health and safety in the workplace transpire during work hours, make contact with the Marina Operations Manager, and your contracting company.
3. Each situation will be assessed at the time and a decision made as to whether work will commence, continue or cease for the day in question.

## Flash flooding

Flooding can happen quickly and have serious impacts. Response action if flooding or lake levels rising reported or sighted:

1. Check that no berth holders, workers or visitors are in danger.
2. Evacuate yourself and any other berth holders, workers or visitors if required (or get/move to higher ground).
3. If safe to do so, move equipment away from Marina as high as possible.
4. If flood is due to burst pipes etc., turn off water at the mains if possible.



# Chemical Spill

All chemical spills must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas. If you become aware of a chemical spill, respond as appropriate by:

1. Move all people in the vicinity to a safe area. Consider:
  - Evacuation of Marina if required and safe to do so;
  - Alternatively, it may be safer to stay indoors and seal doors, windows, other openings and switch off any air intake units.
2. If required, contact Emergency Services on 111.
3. Warn people at the Marina and in nearby areas that an emergency has occurred.
4. Give appropriate first aid to anyone in contact with the spill.
5. Notify the Marina Operations Manager/Wanaka Marina Management by contacting Craig Fahey 0210 833 5771





## **Fuel Spill**

1. Stop pumping fuel.
2. Press the emergency stop button.
3. Eliminate all ignition sources:
  - a. No Smoking
  - b. Stop Engines
  - c. Turn off Cell Phones.

## **Fuel Fire**

1. DO NOT put water on the fire.
2. Stop pumping fuel.
3. Press the emergency stop button.
4. Evacuate everyone from site according to the ordinary Fire Procedure.
5. Attack the fire using a fire extinguisher (is safe to do so).

Information around the hazardous properties of the substances will be located at the Fuel Berth.

Emergency equipment and materials, such as spill kits and fire extinguishers, are located at the Fuel Berth. This equipment is to be used for first responding. If the area is dangerous, do not risk your own health and safety, wait for Emergency services to arrive.



# Incident and Injury Reporting and Recording

## Incident & Accident Procedure

1. In the event of an incident or accident the Marina Operations Manager must be notified as soon as possible.

<b>Contact</b>
Craig Fahey 021 0833 5771

**Note: If the incident amounts to a notifiable event, follow the Notifiable Event Procedure. This requirement applies to all berth holders, visitors, workers and contractors.**

2. Any result of an investigation relevant to shareholder activities will be communicated to all affected berth holders, particularly where any action has been taken to control or prevent the incident from reoccurring.

