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EMERGENCY RESPONSE PROCEDURE MANUAL

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EMERGENCY RESPONSE PROCEDURE MANUAL

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INTRODUCTION

The Washburn Marina is located at 1 Marina Drive, in the City of Washburn Wisconsin. The Washburn Marina operates a 143 slip municipal harbor on Chequamegon Bay, Lake Superior with 10.5 acres upland and 6.9 acres of water area within the harbor. Access to the Marina is from Wisconsin Highway 13 from the north or south, via Central Avenue.

The marina harbor is in one basin with 4 primary piers. Pier 1, the southeastern most pier, is the largest with 44 slips ranging from 14' by 24' in size to 17' by 50'. Pier 2, the central pier, has 44 slips ranging from 15' by 32' in size to 15' by 36'. Pier 3, the pier located on the northwest side of the harbor, has 50 slips ranging from 12' by 24' in size to 13' by 28'. On the far northwest bank of the Marina is a public launch ramp, with a concrete approach. It is 39 feet in width, with a concrete bed that goes out 60 feet. Pier 4 is to the northwest of the launch ramp with 5 slips that are 15' x 30', for daily and weekly rental only. On the far southeastern side of the Marina is the fuel dock, 90' x 12' and deep well 90' x 35'. The average depth of the marina is between 6' and 10'.

There is one primary building on the property; it is 140' x 80'. It houses the Marina's Ship Store, Service Department, Administrative offices, a Boater's Lounge and private and public restroom/shower facility. The Ship Store is open to the public and carries a wide array of marine supplies as well as personal items. Within the Marina's Service Department, technicians provide mechanical, electrical, fiberglass and general boat maintenance repair.

There are 3 additional privately owned heated boat storage buildings adjacent to the property.

EMERGENCY TELEPHONE NUMBERS

ALL EMERGENCIES CALL 911 FIRST

Staff Emergency Numbers:

Tom Mager	Harbor Master	715 373 2809 cell: 715 209 1776
Tom Grupstra	Service Technician	715 373 5205 cell: 715 331 9834
Michelle Shrider	General Manager	715 779 3674 cell: 715 209 7455
Amy Trimbo	Administrative Manager	715 209 4057
Tim Line	Service Technician	715 209 8663
Jake Shrider	Ship Store Manager	715 292 3046

Office Numbers:

Washburn Marina Primary Line	715 373 5050
Washburn Marina Ship Store	715 373 5600
Washburn Marina Fax Line	715 373 5117

Local Emergency:

Washburn City Hall	715 373 6160
Washburn Police Department	715 373 6164 or 911
Bayfield County Sheriff	715 373 6122 or 911
Ashland Memorial Medical Center/Hospital	715 685 5500 or 911

Regional:

U.S. Coast Guard Station Bayfield	715 779 3950
Wisconsin DNR	715 685 2900
Boat US Towing Service – Black Warrior Marine	612 708 1303

National:

MARINE POLLUTION CALL NUMBER	800 424 8802
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EMERGENCY RESPONSE EQUIPMENT

Washburn Marina owns the necessary equipment to contain a small hazardous materials spill or other similar accident. All spills requiring special boom materials should be immediately reported to the US Coast Guard Station Bayfield and the Wisconsin DNR.

Below is a list of equipment located at the Washburn Marina. The majority of the equipment is located in or near the service bay, with the exception of the containment booms and sorbent pads which are stored in a dock box on the fuel dock.

Containment Booms:

8 qty 5" diameter x 120' length

Sorbent Materials:

10 qty – 17" x 17" pillows

95 qty – 17" x 19" mats

Washburn Marina Service Department Equipment:

- (1) Evacuator pump located in the service bay
- (1) Pumps located in the service bay
- (1) Additional boom materials in blue drum located in service bay

Emergency Response Equipment Partners:

Pike's Bay Marina	715 779 3900
Apostle Islands Marina	715 779 5661
Port Superior Marina	715 779 5360

THE MARINA PIERS DESCRIPTION

Description of Piers 1, 2, 3, and 4.

The piers at the Washburn Marina are an aluminum trussed floating dock system, stabilized by metal piles. The decking on all piers is treated lumber, except pier 4 – which is PVC composite. The floatation system is made up of black, sealed, polypropylene “tubs” arranged under and affixed to the aluminum dock structure.

All boats are moored in a Southeast/Northwest direction with the exception of those few tied along the southeast inside breakwater. All piers are connected to the bulkhead by permanently affixed ramps. The Piers have the following lengths and capacity:

Pier 1: Slips 1 through 44
352' in total length
Primary Pier – 8' width, Finger Piers – 4' width
4 slips, 14' x 24'
12 slips, 14' x 32'
4 slips, 15' x 36'
1 slip, 15' x 40'
1 slip, 17' x 40'
12 slips, 17' x 42'
8 slips, 17' x 46'
2 slips, 17' x 50'

Pier 2: Slips 44 through 88
352' in total length
Primary Pier – 6' width, Finger Piers – 3' width
22 slips, 15' x 32'
22 slips, 15' x 36'

Pier 3: Slips 89 through 139
347' in total length
Primary Pier – 6' width, Finger Piers – 3' width
12 slips, 12' x 24'
2 slips, 12' x 28'
36 slips, 13' x 28'

Pier 4: Slips G1 through G5
167' in total length
Primary Pier – 6' width, Finger Piers – vary from 3' to 6' width
5 slips, 15' x 30'

Depending on the level of the Lake, the typical water depth in the marina is 6' to 10'. The shallowest locations are in the northwestern side of the harbor, the deepest are at the entrance and the deep well/fuel dock area.

Electrical Power:

Electrical power is controlled from one main panel located in the transformer panel on the southeast exterior wall of the public restroom building located at the boat ramp. A key is required to gain access to this panel. The power to Pier 1 is located in a power box at the head of Pier 1 – a key is required for access to the panel. The power to Pier 2 is located in the smaller power box at the head of Pier 2 – a key is required for access to the panel. The power to piers 3 and 4 is located in the box located on the restroom building. The key is available through the General Manager.

Evacuation and Fire Fighting Equipment:

There is a single by foot evacuation route for all Piers at the Washburn Marina that is via the ramps at the bulkhead. In the event of an emergency requiring evacuation, if this route is not available, departure by a vessel located at a minimum of 100' from the incident is recommended. Boats within the 100' area should not have their engines started to be moved.

Fire extinguishers are located at the mid-point of each pier or more frequent. The land based fire hydrants are located on the northeast side of the building, outside the ship store and at the head of the public launch ramp.

MARINA PIERS
FIRE EMERGENCY PLAN
INCLUDES BOAT FIRES AT THE PIER

1. **PERSON DETECTING THE FIRE ANNOUNCES “I AM IN CHARGE”.**
Immediately assign a particular person to call 911.
2. **CALL THE FIRE DEPARTMENT – DIAL 911**

Give the following information:

“This is your name at the WASHBURN MARINA, 1 Marina Drive, Washburn Wisconsin. The Marina telephone number is 715 373 5050. We have a BOAT FIRE ON A PIER (Identify which pier).

Describe the size of the boat and type: power or sail.

Describe the severity of the fire and if other boats are near the fire.

3. **PERSON IN CHARGE:**

Notify all staff via personal radio: **“We have a fire on Pier __, Slip __”.**
Assign one person - staff first, customer if needed, to clear the pier of all persons.

4. **LIFE SAFETY:**

- A. Remove any injured persons away from the fire area IF THERE IS ANY FURTHER DANGER TO THEM FROM THE FIRE.
- B. Shut off electrical power.
- C. Evacuate boat owners and guests from affected Pier.
- D. Assign Staff member to man the driveway to direct incoming fire crews to appropriate area.
- E. Secure any burning boats to the dock – ONLY IF THIS CAN BE DONE SAFELY.
- F. Remove adjacent boats – ONLY IF THIS CAN BE DONE SAFELY. Do not start boats that are immediately adjacent to the burning boat. Boat keys to some vessels are located in the lock box in the storage closet between the Ship Store and the Service Bay.

5. **ENVIRONMENTAL SAFETY:**

- A. Call National Spill Number: 800 424 8802
- B. Locate fuel and oil spill containment and clean up equipment and deliver to the fire site.
- C. Use fuel and oil containment equipment (booms) to contain any spilled fuel – ONLY IF THIS CAN BE DONE SAFELY.

D. If a major spill event is taking place, boom the entrance to the marina.

6. FOLLOW UP:

Once the area and event are properly secured perform follow up procedures:

A. Complete a Boat on Fire Form

B. Contact General Manager if not on site

THE FUEL DOCK DESCRIPTION

Description:

The Fuel Dock at the Washburn Marina is a 90 foot pier connected to the bulkhead on the southeast end of the harbor. The 12 foot wide pier is constructed on rock filled crib constructed of steel sheet piling. The cap is cement.

The fuel dock is supplied by two above ground tanks located at the head of the dock. Both tanks have a 2000 gallon capacity; one is for unleaded gasoline, the other for diesel. Both tanks are double lined construction. The interior tank is cylindrical and the exterior cubed. The dispenser is a single station located on the fuel dock, with two hoses.

The sewage holding tank pump-out system is also located on the fuel dock. The system pumps directly into the Washburn City sewer system. It is an electric vacuum pump system.

Electrical Power and Emergency SHUT OFF:

Electrical power is controlled by the panel located at the bulkhead of the fuel dock.

There are 3 emergency fuel pump shut-offs; they are colored yellow with a red button. They are located:

- On the fuel dispenser
- On the pump out box
- On the front of the ship store building

The emergency electrical shut off for the fuel tanks is located on the light post at the head of the fuel dock.

In the event of an emergency, personnel should first activate the emergency pump shut off and then proceed to close the gate valves to prevent any gravity flow of fuel.

Fire Fighting Equipment and Emergency Spill Equipment:

The Fuel Dock is supplied with a fire extinguisher located on the dock. The emergency spill equipment is located in the dock box at the head of the fuel dock.

FUEL DOCK FIRE EMERGENCY PLAN

1. PERSON DETECTING THE FIRE ANNOUNCES “I AM IN CHARGE”.
Immediately assign a particular person to call 911.

2. CALL THE FIRE DEPARTMENT – DIAL 911

Give the following information:

**“This is your name at the WASHBURN MARINA, 1 Marina Drive, Washburn Wisconsin.
The Marina telephone number is 715 373 5050. We have a FIRE ON THE FUEL DOCK.**

Describe the size of the boat and type: power or sail.

Describe the severity of the fire and if other boats are near the fire.

3. PERSON IN CHARGE:

Notify all staff via personal radio: **“We have a fire on THE FUEL DOCK”.**

Assign one person - staff first, customer if needed, to clear the ENTIRE AREA of all persons.

4. LIFE SAFETY:

- a. Remove any injured persons away from the fire area IF THERE IS ANY FURTHER DANGER TO THEM FROM THE FIRE.
- b. Shut off the fuel pump via emergency shut off.
- c. Shut off electrical power.
- d. Evacuate boat owners and guests from the entire area.
- e. Assign Staff member to man the driveway to direct incoming fire crews to appropriate area.
- f. Secure any burning boats to the dock – ONLY IF THIS CAN BE DONE SAFELY.
- g. Remove adjacent boats – ONLY IF THIS CAN BE DONE SAFELY. Do not start boats that are immediately adjacent to a burning boat or an immediate spill source. Boat keys to some vessels are located in the lock box in the storage closet between the Ship Store and the Service Bay.
- h. Move the Travelift to the back parking lot area.

5. ENVIRONMENTAL SAFETY:

- a. Call National Spill Number: 800 424 8802
- b. Locate fuel and oil spill containment and clean up equipment and deliver to the fire site.

- c. Use fuel and oil containment equipment (booms) to contain any spilled fuel – ONLY IF THIS CAN BE DONE SAFELY.
- d. If a major spill event is taking place, boom the entrance to the marina.

6. FOLLOW UP:

Once the area and event are properly secured perform follow up procedures:

- a. Complete a Fire at or on Dock Form
- b. Contact General Manager if not on sight

FUEL DOCK SPILL EMERGENCY PLAN

1. PERSON DETECTING THE SPILL ANNOUNCES “I AM IN CHARGE”.
Immediately assign a particular person to call 911.

**2. CALL THE FIRE DEPARTMENT – DIAL 911
AND
ALSO THE NATIONAL MARINE POLLUTION HOTLINE – 800 424 8802**

Give the following information:

**“This is your name at the WASHBURN MARINA, 1 Marina Drive, Washburn Wisconsin.
The Marina telephone number is 715 373 5050. We have a SPILL ON THE FUEL DOCK.**

Describe the size of the boat and type: power or sail if involved

Describe the severity of the severity of the spill and if other boats are near the spill.

3. PERSON IN CHARGE:

Notify all staff via personal radio: **“We have a spill on THE FUEL DOCK”.**
Assign one person - staff first, customer if needed, to clear the ENTIRE AREA of all persons.

4. LIFE SAFETY:

- a. Remove any boats away from the spill area if possible
- b. Shut off the fuel pump via emergency shut off.
- c. Shut off electrical power.
- d. Evacuate boat owners and guests from the entire area.
- e. Assign Staff member to man the driveway to direct incoming fire crews to appropriate area.
- f. Secure any AFFECTING boats to the dock – ONLY IF THIS CAN BE DONE SAFELY.
- g. Remove adjacent boats – ONLY IF THIS CAN BE DONE SAFELY. Do not start boats that are immediately adjacent to the burning boat. Boat keys to some vessels are located in the lock box in the storage closet between the Ship Store and the Service Bay.

5. ENVIRONMENTAL SAFETY:

- a. Call National Spill Number: 800 424 8802
- b. Locate fuel and oil spill containment and clean up equipment in dock box on fuel dock.
- c. Use fuel and oil containment equipment (booms) to contain any spilled fuel – ONLY IF THIS CAN BE DONE SAFELY.

- d. If a major spill event is taking place, boom the entrance to the marina.

6. FOLLOW UP:

Once the area and event are properly secured perform follow up procedures:

- a. Complete a Fuel Spill Form
- b. Contact General Manager if not on sight

GENERAL GUIDELINES FOR FUEL SPILLS:

Gasoline:

- 1) **allow to evaporate**
- 2) shut off electrical power to the nearest areas
- 3) guard the area until safe from fumes and fire
- 4) Report details to local U. S. Coast Guard at 715 779 3950 and the National Marine Pollution hotline at 800 424 8802.

Diesel:

Any quantity that produces a "sheen" over 1 sq. yard

- 1) Deploy marina spill boom, add pillows as appropriate
* booms and pillows are located in locker in at head of fuel dock
- 2) Exclude boats and swimmers from containment zone
- 3) Report details to local U. S. Coast Guard at 715 779 3950 and the National Marine Pollution hotline at 800 424 8802.

For larger quantities than can be contained in the marina's spill boom:

Contact the Coast Guard Immediately at 715 779 3950 and the National Marine Pollution hotline at 800 424 8802.

GENERAL RESPONSE FOR ALL EMERGENCIES

PERSON FIRST DETECTING ACCIDENT OR FIRST NOTIFIED OF INCIDENT:

Determine severity and if authorities need to be immediately contacted.

IF AUTHORITIES ARE REQUIRED:

1. Person in charge announce that they are "in charge"
2. Appoint one person to call authorities and instruct that person to direct emergency crews to the appropriate area when they arrive.
3. Clear the area of by-standers
4. Via personal radio, contact staff to assist as necessary.
5. Appoint one person to obtain the proper Emergency Response Form and complete as appropriate or possible.
6. Stay on sight until authorities arrive.

DO NOT MOVE OR ASSIST A VICTIM THAT MAY BE INJURED.

IF AUTHORITIES ARE NOT REQUIRED:

1. Complete the proper Emergency Response Form as soon as reasonably possible.
2. Provide affected party with a copy of the completed form.
3. Issue completed form to General Manager to review and file.

AUTOMOBILE ACCIDENT

IF THERE ARE ANY INJURIES OR DAMAGE TO PROPERTY CALL 911 IMMEDIATELY

EMERGENCY SITUATION:

1. The staff member first contacted is in charge and should call 911 immediately.
2. Provide the operator with the pertinent information.
3. Go to the scene of the accident or appoint another staff member to do so.
4. Clear the area of spectators.
5. If there are injured victims, do not move a victim, emergency crews will do so.
6. Stand watch for emergency response.
7. Assist as necessary.
8. Complete "Automobile Accident" Report form and submit to General Manager.

NON-EMERGENCY SITUATION:

1. The staff member first contacted is in charge and should remain calm and unbiased to diffuse any possible tension or confusion that may ensue.
2. As soon as reasonably possible complete "Automobile Accident" Report form and submit to General Manager.
3. Attempt to quickly disperse the public to lessen the appearance of a "scene".

BOAT FIRE AWAY FROM THE PIERS & MARINA

If you are contacted by VHF radio – it is most likely that the US Coast Guard Bayfield station will take over. Stand aside for assistance if requested only.

If you are contact by telephone, obtain the information required on the "Boat on Fire Away From Piers & Marina" form and relay to the US Coast Guard Bayfield Station at 715 779 3950 or VHF Ch. 16.

Complete the "Boat on Fire Away From Piers & Marina" form and submit to General Manager

BOAT SINKING IN THE MARINA

PERSON FIRST DETECTING SINKING OR SUNK VESSEL:

Notify Marina Staff member immediately – DO NOT ATTEMPT TO BOARD VESSEL.

- 1. IF THE VESSEL IS FULLY SUBMERSED - CALL THE FIRE DEPARTMENT – DIAL 911 AND THE US COAST GUARD – 715-779-3950**

Give the following information:

“This is your name at the WASHBURN MARINA, 1 Marina Drive, Washburn Wisconsin. The Marina telephone number is 715 373 5050. We have a BOAT SINKING/SUNK ON A PIER (Identify which pier).

Describe the size of the boat and type: power or sail.

Describe the location of the boat and the status.

- 2. PERSON IN CHARGE:**

Notify all staff via personal radio: **“We have a sinking/sunk boat on Pier __, Slip __”**.

Assign one person - staff first, customer if needed, to clear the pier of all persons.

- 3. LIFE SAFETY:**

- Shut off electrical power.
- Determine if any persons are onboard vessel and provide assistance to offboard if possible.
- Evacuate boat owners and guests from affected Pier.
- Assign Staff member to man the driveway to direct incoming emergency response crews to appropriate area.
- Assign Staff member to retrieve emergency evacuator pump from Service Bay and deploy.
- Contact local salvage companies if necessary to refloat vessel.
- Remove adjacent boats – ONLY IF THIS CAN BE DONE SAFELY – to provide access for recovery efforts. Boat keys to some vessels are located in the lock box in the storage closet between the Ship Store and the Service Bay.

- 4. ENVIRONMENTAL SAFETY:**

- Call National Spill Number: 800 424 8802
- Locate fuel and oil spill containment and clean up equipment and deliver to the site.
- Use fuel and oil containment equipment (booms) to contain any spilled fuel – ONLY IF THIS CAN BE DONE SAFELY.
- If a major spill event is taking place, boom the entrance to the marina.

5. FOLLOW UP:

Once the area and event are properly secured perform follow up procedures:

- a. Complete a Boat Sinking in Marina Form
- b. Contact General Manager if not on site

BOATING ACCIDENT

IF THERE ARE ANY INJURIES OR DAMAGE TO PROPERTY CALL 911 IMMEDIATELY

EMERGENCY SITUATION:

1. The staff member first contacted is in charge and should call 911 immediately, followed by a call to US Coast Guard Bayfield 715 779-3950
2. Provide the operator/USCG with the pertinent information.
3. If possible go to the scene of the accident or appoint another staff member to do so.
4. If near shore, clear the area of spectators.
5. If there are injured victims, do not move a victim, emergency crews will do so.
6. Stand watch for emergency response.
7. Assist as necessary.
8. Complete "Boating Accident" Report form and submit to General Manager.

NON-EMERGENCY SITUATION:

1. The staff member first contacted is in charge and should remain calm and unbiased to diffuse any possible tension or confusion that may ensue.
2. As soon as reasonably possible complete "Boating Accident" Report form and submit to General Manager.
3. Attempt to quickly disperse the public to lessen the appearance of a "scene".

BOMB THREAT

ACTION TO TAKE IMMEDIATELY

1. Evacuate the threatened area and do not allow anyone to re-enter once the area is cleared.
2. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
3. Stand watch for emergency response.
4. As soon as reasonably possible complete "Bomb Threat" report and submit to General Manager.

ACTION TO TAKE IF TIME ALLOWED WHILE TALKING TO PERSON MAKING THE THREAT

Ask the caller the following questions and write the answers for future reference:

1. When is it going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Why did you place the bomb in this location?

Record the exact words of the caller.

DOWNED POWER LINES & NATURAL GAS LEAK

CALL 911 and

XCEL ENERGY – 800-895-1999

ALL DOWNED POWER LINES AND GAS LEAKS SHOULD BE CONSIDERED SERIOUS. POWER LINES SHOULD BE PRESUMED ENERGIZED.

1. Evacuate the threatened area and do not allow anyone to re-enter once the area is cleared.
2. The staff member first contacted is in charge and should call 911 and Xcel Energy immediately. Provide operator with all necessary information.
3. Stand watch for emergency response.
4. If possible, ribbon off generous area around any downed wires or suspected leak area.
5. As soon as reasonably possible complete “Downed Power Lines & Natural Gas Leak” report and submit to General Manager.

DROWNING REPORT

1. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
2. Stand watch for emergency response.
3. Contact additional staff to clear area of by standers.
4. Attempt rescue only if considered safe for rescuer and proper safety equipment is used. Bring floatation device if rescue is attempted.
5. Assist emergency response as necessary.
6. As soon as reasonably possible complete “Drowning” report and submit to General Manager.

HOLDUP/ROBBERY

Our Organization's Policy Regarding Robbery

“It is this marina’s policy to comply with any demands made by a person attempting to rob this business or its staff. No attempts are to be made to safeguard property or money if there is any risk of physical harm to anyone; safeguarding life is the primary concern.”

1. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
2. Stand watch for emergency response.
3. Contact additional staff to clear area of bystanders.
4. As soon as reasonably possible complete “Holdup/Robbery” report to be submitted to the authorities and to General Manager.
5. Assist emergency response as necessary.

MEDICAL EMERGENCY

1. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
2. Stand watch for emergency response.
3. Contact additional staff to clear area of bystanders.
4. If immediate assistance by a trained person is available provide assistance. Do not move victim unless absolutely necessary. A defibrillator is available on the northwest side of the building, near the entrance to the showers. Use only if you are familiar with its use and the circumstances that would require its use.
5. As soon as reasonably possible complete “Medical Emergency” report to be submitted to the authorities and to General Manager.
6. Assist emergency response as necessary.

MISSING PERSONS

1. The staff member contacted should immediately refer to the “Missing Persons” report form and complete the information based on that provided by contact.
2. Upon determination of severity of situation, contact the proper parties, including police or emergency response personnel, if necessary.
3. If no immediate action is taken, submit completed form to General Manager or manager on duty.
4. Follow up within 24 hours with person initially filing report. If no update or change has occurred, continue follow up every 24 hours until situation resolved or authorities brought in to take over case. Continue to document follow up calls.

OVERDUE BOATER

1. The staff member contacted should immediately refer to the “Overdue Boater” report form and complete the information based on that provided by contact.
2. Upon determination of severity of situation, contact the proper parties, including police or emergency response personnel, if necessary.
3. If no immediate action is taken, submit completed form to General Manager or manager on duty.
4. Follow up within 24 hours with person initially filing report. If no update or change has occurred, continue follow up every 24 hours until situation resolved or authorities brought in to take over case. Continue to document follow up calls.

POISONING REPORT

1. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
2. Stand watch for emergency response.
3. Contact additional staff to clear area of bystanders.
4. As soon as reasonably possible complete “Poisoning” report to be submitted to the authorities and to General Manager.
5. Assist emergency response as necessary.

POWER OUTAGE

Do Not Call 911 Contact Xcel Energy: 800-895-1999

1. Shut off all power switches, lights, especially motors such as refrigerators, air conditioning units, heating units, air compressors, fuel pumps, and sewage lift station.
2. Prepare signs or use preprepared signs, to indicate that the Ship Store and restrooms are closed due to power outage and will be resume use as soon as power is restored. Post on each door.
3. Remain on site until power is restored or normal business hours are over.
4. Once power is restored, remove signs and turn power back on to those items turned off.

SLIP AND FALL INCIDENT

All slip and fall incidents are considered serious and should be treated as such. If a medical emergency exists due to a slip and fall, follow the guidelines for Medical Emergency.

Non-emergency response:

1. The staff member contacted should immediately refer to the "Slip and Fall Incident" report form and complete the information based on that provided by the person filing the report.
2. Upon determination of severity of situation, contact the proper parties, including police or emergency response personnel, if necessary.
3. Submit completed form to General Manager. Provide copy to the person filing report if requested.

Emergency response:

Refer to page 19 for Medical Emergency and follow those procedures.

WILD FIRE

1. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
2. Stand watch for emergency response.
3. Contact additional staff to clear area of bystanders.
4. Consider fuel cutoff if appropriate.
5. Consider electric service cutoff if appropriate.
6. Consider moving vehicles, boats and other property from hazard if safe to do so.
7. As soon as reasonably possible complete "Wild Fire" report to be submitted to the authorities and to General Manager.



Marinas are now financially and legally liable for the consequences of contaminants entering the environment from their facilities.

Changing our environmental habits has a price. But an ounce of prevention is worth a pound of cure. Best Management Practices (BMPs) are an ounce of prevention. Clean-ups are a pound of cure. Penalties and fines are several pounds of cure. By adopting and following a set of BMP's the cost can be kept to a minimum and the environment will be protected. Please keep the following policies in mind while working on a vessel at the Washburn Marina.

MARINA ENVIRONMENTAL POLICIES

1. All self-employed boat workers and independent contractors must register with, and receive approval from, Management before beginning any work on Marina property. Current Certificate of Liability Insurance with a minimum of \$1,000,000 is required on file. Contractors WILL NOT BE ALLOWED under any circumstances without proof of insurance.
2. Owners may undertake boat projects as needed to maintain their vessels safety, appearance and utility. New or substantial exterior work encompassing more than 25% of the hull's surface must be reviewed and approved by the Marina. Any sanding or grinding of the vessel's surface requires Marina approval.
3. All vessel owners *are required* to adhere to the following BMP's. Please refer to the Wisconsin Clean Marina Boaters Tip Sheets for additional information and details:

▪ **ENGINE AND BILGES**

- Use absorbent bilge pads to soak up oil and fuel
- Recycle oil and diesel properly.
- Dispose of gasoline properly.
- Dispose of oil filters properly, they are not allowed in the regular garbage dumpsters.
- Do not discharge bilge water if there is sheen to it.
- **Do not dispose of any fuels, used oil or used filters in the marina's dumpsters.**
SPECIAL DISPOSAL CONTAINERS ARE AVAILABLE – SEE STAFF FOR ASSISTANCE.

▪ **PAINTING AND VARNISHING**

- Limit the amount of open solvents or paints on the dock to one gallon.
- Always mix paints and epoxy over a tarp.
- Always use drip pan and drop cloth.
- Spray painting is not allowed within the marina.
- Use up remaining paint by spreading on an old board.
- **Do not dispose of paints/solvents in the marina's dumpsters.**
SPECIAL DISPOSAL CONTAINERS ARE AVAILABLE – SEE STAFF FOR ASSISTANCE.

▪ **SURFACE PREPARATION**

- Use biodegradable cleansers and teak cleaners.
- Liberally use tarps to capture all scrapings, debris, and drips.
- Stretch tarps between side of boat and dock when working over the water.
- Vacuum dust and debris every time you move the tarp or every hour.

▪ **SEWAGE**

- Untreated sewage should never be discharged directly overboard.
- Store sewage in holding tanks, dispose of properly at pumpout stations.
- Use shore-side facilities as often as possible.

▪ **SOLID WASTE DISPOSAL**

- Dispose of all garbage in proper shore-side receptacles.
- Paint cans with unused product must be disposed of as hazardous waste.
- Recycle glass, newspaper and aluminum in specially marked dumpster.
SPECIAL DISPOSAL CONTAINERS ARE AVAILABLE – SEE STAFF FOR ASSISTANCE.

▪ **CHEMICAL STORAGE**

- Purchase only the amount of chemicals/paint you need for the project.
- Do not store chemicals, including paint and varnish, or fuel in dock box.
- Review storage of paints and solvents every six months, and properly dispose of old or unnecessary products.
- Do not store more than 3 gallons total of paint and solvents.

Your efforts in protecting our environment are appreciated!

FISH CLEANING

Fish cleaning is not permitted in the marina, except at the designated fish cleaning station, which is located at the boat ramp. Dispose of fish waste in the fish grinding station. Do not feed waste to the wildlife.

ON BOARD DISHWASHING AND BATHING

No excessive grey water discharging in the marina. Make all attempts to use soap without phosphorous. Showering on shore is encouraged.

BOTTOM SANDING AREA

In all circumstances, complete ground cover is required under vessels with sanding activity being performed. Complete stripping and sandblasting allowed only in back gravel parking lot.

PRESSURE WASHING AT RAMP

In an attempt to prevent the transmittal of invasive aquatic species, vessels using the launch ramp are encouraged to rinse their boat bottom and drive system by pressure washing. Move vessel upland to the wash station so that it drains into the ground.

Washburn **Marina**

is a certified



The Wisconsin Clean Marina program was implemented by UW Sea Grant Institute in 2009, targeted initially to commercial and public boating facilities on the Great Lakes. It is now open statewide. The Program is designed to bring awareness to marine facilities and boaters regarding environmentally friendly practices intended to protect and preserve Wisconsin's waterfront environment. Washburn Marina achieved Clean Marina Certification in June 2011 and recertification in October 2016.

The program offers designations as "Clean Marinas" to those facilities demonstrating a commitment to implement and maintain a host of best management practices.

Benefits of a designated Clean Marina include:

- Improving water quality in the Great Lakes
- Protecting fish and wildlife habitat
- Enhancing public image by promoting environmentally-sound practices
- Reducing costs by adopting best management practices
- Encouraging compliance with local, state and federal regulations and laws before compliance or fines are imposed.
- Provide educational opportunities and events to the local boaters promoting environmental sensitivity
- Become an exemplary steward of the waterway.

Washburn Marina staff and our boaters will be informed of ways in which they can assist and comply. We are proud to be a "Clean Marina" on the shores of Chequamegon Bay and Lake Superior.

Rules and Regulations

Washburn Marina promotes the boating lifestyle and takes a leadership position in providing clean, safe and FUN boating to our Community. We strive to create an inviting atmosphere to all boaters and guests by providing the following rules and regulations for everyone's protection. Your cooperation in observing them is appreciated.

All users of Washburn Marina (the Marina) agree to use the Marina and all facilities at his/her sole risk and assume such risk. The Marina does not assume liability for the care, protection and security of any vessel or personal property. User agrees to make no claim against the Marina for any loss of property by theft or burglary or any accidental damage or injury to person or property at the Marina caused by acts of God or by the Marina, excepting gross negligence or willful misconduct, during the term of stay. User shall indemnify and hold harmless the Marina from any claims, suits, actions, damages, liability or expense (including attorney fees) in connection with any injury or damage, unless due to the willful misconduct or gross negligence of the Marina. All users of the Marina keeping a boat at the Marina for any length of time agree to maintain a minimum of \$500,000 liability insurance and hull insurance to the value of the vessel and its appurtenances while at the Marina, showing the Marina as additional insured on the vessel liability insurance. An active Certificate of Insurance must be on file with the Marina.

1. **ENTERING MARINA:** When a vessel enters the Marina, the vessel, crew and guest must comply with the Marina Rules and Regulations. Vessels entering and moving throughout the harbor shall be under power and respect the "no wake" zone.
2. **SECURING VESSEL IN SLIP:** Vessels shall be secured in a slip in a proper and safe manner. The Marina is under no obligation and assumes no responsibility to assure this is the case. However, any vessel discovered by the Marina to be improperly moored may be properly secured by the Marina and the Owner will be charged for any labor, lines, supplies or equipment necessary to properly secure the vessel. Bowsprits, boomkins, davits or any part of the Vessel may not protrude over any portion of piers. Boat length inclusive of all ancillary equipment may not extend beyond the finger pier by more than 5 feet and must have a beam which is 18 inches off the center line of slip in use, either side.
3. **VEHICLE PARKING:** Owner shall have the right to use the parking areas as designated by the Marina from time to time for parking no more than two (2) personal vehicles while on the vessel. Permission from the Marina must be obtained in advance for recreational vehicle parking for storage only at the current posted daily fee. Overnight use of recreational vehicles/campers/tents is prohibited.
4. **NOISE:** Noise should be kept to a minimum at all times. Owners shall use discretion when operating engines, generators, radios, television and other equipment so as not to create a nuisance or disturbance. Between the hours of 10 pm and 7 am are considered "quiet time." Repeated violation of this rule and/or disorderly conduct will constitute grounds for eviction without refund.
5. **PROVIDING ACCESS TO VESSEL:** The Owner will provide the Marina with necessary combination, keys or other device to enter vessel and keys or instructions to start motor at all times in which the vessel is in the Marina. Vessel may be accessed and/or moved by Marina staff in the event of an emergency or for requested service work or for periodic inspection for safety and condition to determine compliance with rules or if vessel presents a hazard to the Marina or other vessels.
6. **COMMERCIAL USE:** Use of a slip for commercial purposes is prohibited unless the Marina gives written authorization. Compliance with commercial operations regulations will apply and authorization is at the sole discretion of the Marina. The Washburn Marina is primarily a recreational facility and the peaceful and safe enjoyment for all is of primary concern.
7. **CONDITION OF VESSEL:** Owner shall, at all times, maintain the Vessel in a safe, seaworthy condition and shall not allow it to constitute a safety hazard. If, in the Marina's sole opinion, the condition of the Vessel at any time creates a safety hazard, the Marina may, but shall have no duty or obligation to, take any actions necessary to abate the hazard, including without limitation, moving the Vessel to another slip in the Marina or removing the Vessel from the Marina. Should the Marina take any action, Owner shall, upon receipt of invoice, pay the Marina for the services provided and shall reimburse the Marina for any costs and expenses incurred. This includes but is not limited to battery charger and charged batteries, automatic switch for bilge pump, proper boat wiring and shore connection, through-hull and scupper hoses and connections, fuel lines and fittings, dock lines.
8. **OWNER PERFORMED MAINTENANCE:** Owner is permitted to perform routine maintenance on his/her vessel. All work must comply with the Marina's Environmental Best Management Practices, a copy of which is available at the Marina or via request. Any project affecting greater than 25 percent of the vessel's surface or sanding/grinding of any of the vessel's surface requires prior approval from the Marina. Only light maintenance shall be allowed while vessel is in slip in a manner that does not disturb, damage, endanger or interfere with other vessels, their owners, the Marina and facilities, or any other natural or man-made resource.
9. **SUBCONTRACTOR POLICY:** Owner agrees that no outside contractor shall work on the vessel while it is at the Marina without obtaining prior approval from the Marina and signing the Outside Contractor's Policy agreement. Such contractors

or vendors may obtain permission to work on vessels in the Marina subject to certain conditions, regulations, insurance requirements, and administrative surcharges, established by the Marina to protect the Marina and its customers. Owners and subcontractors may be disallowed from performing work on vessels in the marina for violation of any Marina Rules and Regulations and/or the Marina's Environmental Best Management Practices.

10. **SIGNS AND ADVERTISING:** No "For Sale" signs or other signs or forms of advertising shall be placed on the vessel, slip, and/or other equipment or in other areas within the Marina without permission from the Marina. All approved signage must not exceed 15" x 24" and must be securely affixed to the sale item or display fixture. The Marina reserves the right to remove any non-approved sign without notice to the owner. The Marina's address shall not be used for business purposes without the permission of the Marina.
11. **ITEMS ON PIERS/WALKWAYS AND AT SLIP:** No equipment, storage boxes, steps, grills or other items shall be placed on piers and/or walkways, temporarily or permanently, without written approval from the Marina. Dinghies, tenders or other such ancillary equipment shall be stored in a designated area or within the confines of the slip and shall not impede pedestrian, vehicular or vessel traffic or allow the vessel to extend beyond the 5' overhang allow of the finger pier. Owner shall maintain the Slip and immediately adjacent areas in neat and clean condition. Items stored inside approved storage containers shall not be hazardous or explosive in nature.
12. **SECURING ITEMS TO PIERS AND SLIPS:** Owner shall not secure or place any storage locker, fender material, steps, or any other fixture to piers or slips without the Marina's permission. Owner shall not decorate, change, or make any alterations to the piers or slips.
13. **SHORE POWER CORDS:** Shore power cords, which are plugged into the Marina's electrical service and the vessel, must be properly secured to prevent draping into the water and must not cause excessive tugging or stress on the utility pedestal. Shore power cords deemed inadequate or unsafe by the Marina will be disconnected from service. Owners will be advised of the need to replace. Shore power cords are not to be left on the pier while vessel is not in the slip. Those left behind will be removed by the Marina and will be returned at the Marina's convenience.
14. **COURTESY DOCK CARTS:** Carts are provided to the Marina's customer as a courtesy, and the prompt return to the appropriate area is expected. For safety reasons, the Marina prohibits any person from riding in a cart.
15. **SWIMMING, FISHING AND WHEELED TRAFFIC ON PIERS:** For the protection of people and equipment utilizing the piers and docks at the Marina fishing, and the use of bicycles, skateboards, in-line skates and other such wheeled equipment are prohibited. Swimming in the marina is prohibited due to dangers that stray currents present in a marina environment.
16. **PETS:** Pets shall be leashed at all times and toileted in designated grassy areas only. All pet waste must be collected and properly disposed of in a trash receptacle. Pets are not allowed in picnic area at any time. Unruliness, excessive noise or violations of the pet waste policy will cause a pet to be banned from the Marina.
17. **USE OF PUBLIC SPACES:** Public spaces are available for use to all boaters utilizing the Marina. Respect of the facilities and cleaning up after individual use is expected. The Boater's Lounge may be reserved for special functions as approved by the Marina. The lounge shall not be used for overnight accommodations. Any misuse of the facilities will be grounds for excluding individuals or groups from the privilege.
18. **UTILITY OUTAGES:** The Marina shall not be responsible for utility interruptions or outages or the results or damages caused by such events. Utilities include but are not limited to electric, water, WiFi, fueling station, and pump-out. The Marina does not supply utilities after October 15 or before April 30 of each year.
19. **FIRES AND DANGEROUS CONDITIONS:** Causing or permitting charcoal fires, gas grills or any other type of open flame beyond the interior cabin of the vessel, on the piers and/or in the slip is prohibited. Grill stations are provided by the Marina in designated areas on the property for use by Owners when needed. Fires of any type, in any form, are strictly prohibited on shore, except those facilities provided by and approved by the Washburn Marina and Washburn Harbor Commission.
20. **SMOKING AT FUEL PIER:** No smoking is permitted within 50 feet of the fueling pier or while onboard any vessel at said pier, or within 50 feet of fuel storage tanks.
21. **RECYCLING AND ENVIRONMENTAL COMPLIANCE:** The Marina is a WI Clean Marina and thereby an environmentally proactive facility. Owners and their guests are asked to recycle all waste materials in the provided bins and containers. Oil absorbent material is required in the bilge.
22. **DISCHARGE, SPILLS AND WASTE:** No waste material, discharge waste or other foreign material is allowed in the Marina's Harbor. The Owner must immediately notify the Marina and the appropriate governing authority of any discharge or spill and Owner will be responsible for all fines and costs resulting from such activity. Improper discharge includes but is not limited to garbage, oil, fuel, sewage and pet waste.
23. **VIOLATIONS:** Violations of the above rules and regulations, or disorder, depredations, or indecorous conduct by an Owner, crew, agents, or guests that might injure or annoy other persons, or cause damage to property shall be cause for immediate removal of the vessel in questions and termination of the Agreement at the discretion of the Marina. Violation of any city, county, state, or federal ordinance, statute, or regulation shall be cause for the Marina to terminate any and all agreements immediately and exclude the Owner and his Vessel from the Marina.
24. **CHANGES TO RULES AND REGULATIONS:** The Marina reserves the right to amend or make additions to or deletions from the Rules and Regulations from time to time. Posting on premise, mailing or emailing of one copy to the Owner to the address given on the Agreement shall constitute sufficient notice of said changes.

02-23-18