



FIRE CONTINGENCY PLAN

1. Any person who discovers a fire or smoke should report it immediately to the Port Lucaya Marketplace Security Booth by dialing 373-8942 or the Port Lucaya Marina office at 373-9090 or hailing the either on VHF channel 16. If there is no telephone nearby, activate the fire alarm station located nearest to you and then go to the nearest telephone and call the Security Booth (373-8942) or the Port Lucaya Marina office (373-9090). If you have a VHF radio communicate the problem on channel 16 as a distress call.
2. When speaking to the Dockmaster or the Security Officer, give them the exact location of the fire or suspected fires. The Port Lucaya staff member will notify the Fire Department and dispatch a response team to the affected area.
3. If the fire can be easily and safely extinguished do so utilizing Marina fire extinguishers and fire hydrants, then advise the Security Booth and Marina office immediately.
4. If imminent danger exists, advise the Security Booth or Marina that you are leaving the area, and then retreat to a safe area.

Evacuation Procedures

Should the Fire Department, Police, Marina Manager, Director of Security, or Dockmaster at the scene recommend that the area be evacuated, the following plan must be put into effect:

- The signal for evacuation will be given manually utilizing VHF radio communication, Marina and Security personnel.
- An alternative signal would be broadcasting a message utilizing the marina Channel 16.
- The message given to Boaters on their boats in the marina should be: *“There is an emergency that requires the immediate evacuation of the marina. Please leave immediately. There is no need to panic. Please take your vessel to a safe area outside the marina. If you need assistance, let our staff know via radio transmission on Channel 17.”* Security and Marina personnel will strategically position themselves on the docks to assist with directing the boaters out of the marina
- For boats left in the marina unattended, marina personnel will retrieve the keys and take them outside the marina and anchor them in a safe place.
- After the fire has been extinguished, the damage must be assessed and then clean up procedures will begin.



OIL SPILL CONTINGENCY

Once an oil spill has been spotted in the Port Lucaya Marina, advise the Dockmaster, Marina office or Security Officer on duty in the Security Booth; then the following steps must be taken:

1. Locate the source of the spill and shut it off-
 - a. If the spillage is from the marina fuel line or a boat docked in the marina,
 - i. The main valve line and all secondary valves at the fuel dock must be shut off immediately.
 - b. If the spillage is from a vessel docked at the marina pumping fuel from the bilge, the bilge pump must be disconnected from automatic power.
2. Using booms, the oil spill must be contained in the primary area. All efforts must be made to prevent the spillage from leaving the marina basin and flowing out to other areas of Bell Channel.
3. The immediate area should be kept clear of vessels during this phase of the oil spill contingency plan. If there are vessels in the area of the spill that may be an obstacle to the clean up process, please have them removed and evacuate the affected area.
4. Post "NO SMOKING" signs in the area and advise marina guests of the incident and request that they stay out of the area to avoid contaminating air.
5. Assess the quantity of the oil spill.
6. Contact the concerned Governmental and private entities-
 - a. Department of Environmental Health – Mr. Mike Wallace – 242-352-5074
 - b. Sanitation Services – 242-352-9721
 - c. Jervis Plumbing & Hauling Services Ltd. – 242-352-2303
 - d. Bahamas Oil Refining Company – 242-352-9811
 - e. Ocean Rescue & Recovery – 242-559-5510
7. Begin the clean up process—remove heavy debris if any—
 - a. Place in properly secured container using boom and absorption pads.
 - b. Begin subtracting chemicals from the water with on-staff manpower providing that the quantity can be handled successfully.
8. All waste products from the clean up must be transported from Port Lucaya Marina to the fuel recycling plant in properly sealed containers.
9. An incident report must be completed and filed.
10. The Dockmaster is responsible to ensure that these procedures are adhered to and that the report is completed accurately, distributed to the proper authorities and filed for future reference.



Hurricane Preparedness Plan – Marina

The Hurricane season is 1st June through 30th November

In the event of a threatening hurricane, the following procedures must be adhered to. The Marina Manager is ultimately responsible to ensure that the necessary precautions are taken. In his absence, the Dockmaster, or assigned individual.

During a **Hurricane Alert** –48 hours before anticipated effect, the Dockmaster will insure that:

- ? All equipment that would be needed are in place and are operational
- ? Boat owners/operators should be informed of any threatening hurricane at the appropriate time.
- ? Boat Owners / operators should be kept updated on all weather advisories.
- ? Vessels should be secured properly
- ? Vessels left in the marina unattended should be checked to ensure that they are tied properly secured.

During a **Hurricane Watch** –24 hours before anticipated effect, the Dockmaster will ensure that:

- ? All tanks should be filled and additional fuel available
- ? Port Lucaya Marina/Marketplace's boat will be filled with fuel
- ? All fuel line valves should be turned off
- ? All boats will be removed from the Centre Dock and East Dock and placed on the Gardenside
- ? Secure all garbage lids, loose and hanging objects
- ? Secure wheel buggies

During a **Hurricane Warning** – 12 hours before anticipated effect, the Dockmaster will ensure that:

- ? Re-check to ensure that all loose items are properly secured indoors. Make sure that there is nothing lying around that winds can into a flying missile
- ? Reach out to all boaters in the general area and advise them that the hurricane is approaching the coastline via VHF radio.
- ? Lower all antennae
- ? Do not accept reservations for boat slips
- ? All fuel to be drained out of the fuel tank lines
- ? Only distressed boaters/emergency situations will be allowed in the marina during this time.
- ? Re-check all boats in the marina to make sure that they are securely tied down
- ? Ensure that all boat owners have signed existing waivers



CODE OF ENVIRONMENTAL CONDUCT

In an effort to keep our Marina safe and clean, let's follow these procedures:

1. Turn off engines while fueling
2. Do not leave gas or diesel nozzle unattended
3. Do not overfill tanks
4. Do not waste gas or diesel in the Marina
5. If gasoline, diesel or motor oil is in your bilge, please turn off the automatic Bilge Pump.
6. Please notify the Dockmaster or Marina office if you have any hazardous materials (oil, battery, fiberglass, etc.) for disposal. Do not put them in the garbage bins
7. Please No dumping of holding tank in the Marina
8. No Littering



CODE OF CONDUCT FOR SENSATIVE AREAS

1. No Fishing or trolling
2. No Spear Fishing
3. No harvesting of Tropical Fish
4. No dumping of Conch Shells or Crawfish Backs
5. No use of any Chemicals (bleach, joy, or any other detergent)
6. No *anchoring* of vessel directly on the Coral Reefs

PORT LUCAYA MARINA

MARINA FIRE EXTINGUISHER INSECTION FORM

Instrument	Date	Empty	Full	Action	Next Inspection	Signature
Centre Dock C27						
Centre Dock C9						
Centre Dock 21						
Centre Dock 14						
Centre Dock Ent.						
Fuel Dock						
East Dock 33						
East Dock 31						
East Dock 26						
Commercial Dock						
Gardenside 59						
Gardenside 52						
Gardenside 42						
Gardenside 25						
Gardenside 15						
Gardenside 7						

Completed By: _____

Comments _____

PORT LUCAYA MARINA

MARINA LIFE SAVINGS EQUIPMENT INSPECTION FORM

Instrument	Date	Status	Items to Replace	Date Replaced	Signature
Fuel Dock					
East Dock 28/29					
East Dock 30/31					
East Dock 32/33					
Commercial Dock					
Centre Dock 5/6					
Centre Dock 22/23					
Centre Dock 18/19					
Garden Slip 3/4					
Garden Slip 9/10					
Garden Slip 15/16					
Garden Slip 30					
Garden Slip 45/46					
Garden Slip 51/52					
Garden Slip 61/62					

Completed By: _____

Comments: _____