



SAFETY AND EMERGENCY RESPONSE PLAN

FINAL

MAY 21, 2019

Approved by:

**Board of Directors
South Shore Yacht Club**

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page</u>
1.0	Emergency Telephone Numbers.....	1
2.0	Emergencies at SSYC.....	2
3.0	Safety Statement of Purpose.....	3
4.0	Medical Emergencies.....	4
4.1	Non-Emergency Response	4
4.2	Emergency Response	4
4.3	Automated External Defibrillator	5
4.4	Slip and Fall Incident	5
4.5	Near Miss	5
5.0	Fire Emergency Plan.....	6
5.1	Fuel Dock, Piers and Boat Fires at the Pier	6
5.2	Clubhouse and Grounds	7
5.3	Boat Fire Away From the Piers and Fuel Dock	8
6.0	Fuel and Oil Spills.....	9
6.1	General Guidelines for Fuel Spills	9
6.2	Larger Quantity Spill that Cannot Be Contained in the Spill Boom	10
6.3	Sinking or Sunken Boat	11
6.4	Oil Leaks from Waste Oil/Antifreeze Containers Located in the Recycle Center	11
6.5	Fuel Leaks or Spills from a Fueling Truck	12
7.0	Underground Fuel Tanks.....	13
8.0	Person Overboard.....	14
9.0	Dock Security.....	15
10.0	Severe Weather.....	16
10.1	Tornados	16
10.2	Downed Power Lines/ Natural Gas Leak	16
10.3	High Wind and Waves	16
11.0	Boating Accident.....	18
12.0	Holdup/Robbery/Break-ins.....	19
13.0	Bomb Threat.....	20
14.0	Active Shooter.....	21
15.0	Safety.....	23
15.1	General Safety Guidelines	23
15.2	Equipment Safety	23
15.3	VHF Radio Monitoring	24
16.0	Hazard Communication Standard Program.....	25
17.0	Staff Training.....	27
18.0	Reporting.....	28
18.1	First On-Scene Staff Requirements	28
18.2	Incident Investigation	28
Attachment: Incident Report Form		

1.0 EMERGENCY TELEPHONE NUMBERS

All Safety and Security Emergencies	911
Medical Rescue/Ambulance	911
Fire Department	911
Milwaukee Police	911
Milwaukee Police Boat	(414) 559-5058
U.S. Coast Guard Station (VHF Ch 16)	(414) 747-7190
Poison Information	(800) 222-1222
National Response Center	(800) 424-8802
WI DNR 24-Hour Spill Hotline	(800) 943-0003

SSYC Emergency Numbers

Bill Smitz - General Manager	(262) 770-1834
Jerry Kedziora - Commodore	(414) 218-7076
George Graubner - Vice Commodore	(414) 791-8439
Gary Johnson - Rear Commodore	(262) 510-9157
Glenn Ponting - Slip Committee Chair	(262) 719-0098
Dick Olson - Grounds Committee Chair	(414) 559-5323
Bob Karnauskas - Waterfront Committee Chair	(414) 416-5379
Gary Johnson – House Committee Chair	(262) 510-9157
Ken Thompson - Head Dockmaster	(414) 491-6568
Shelly Galligan - Fleet Surgeon	(414) 758-8355

Communication Priorities

911 should be the first point of contact for major emergencies that involve serious injury and/or potential loss of life and property.

Following notification of the emergency support services described in this Safety and Emergency Response Plan (S&ERP), the General Manager should be contacted. If the General Manager not present or is unavailable, the next point of contact is the On-Duty In Charge, in order of priority:

1. Restaurant Manager
2. Executive Chef
3. Bar Manager/Assistant Bar Manager
4. Club Accountant

The General Manager or, if applicable, the On-Duty In Charge will contact the Commodore and, if necessary, Board members whose operational responsibilities and experience can support our emergency response.

2.0 EMERGENCIES AT SSYC

This S&ERP was prepared to identify and provide guidance for appropriate responses to the types of emergencies that could be reasonably anticipated to occur at SSYC. These emergencies include, but are not limited to, the following:

- Medical emergency
- Fuel fire at the fuel dock
- Oil and fuel spills
- Fire in boat storage area, Clubhouse or anywhere
- Chemical injury to workers
- Boating accidents, person overboard, drowning, hypothermia
- Sunk or sinking boat
- Lightning, high wind damage, tornadoes
- Robbery, holdups, break-ins
- Bomb threats

This S&ERP should also serve as general guidance for Staff and Members to be observant and understand what to do when something not addressed by this plan occurs. Questions about the information provided herein should be directed to the General Manager.

The response of SSYC Staff and Members to these and other unplanned or uncontrolled incidents will be documented in incident reports and investigated by the General Manager and others, as appropriate. The review of our incident responses represents an opportunity to potentially eliminate hazards as well as improve this S&ERP and training of SSYC personnel.

3.0 SAFETY STATEMENT OF PURPOSE

The safety of our Staff, Members and Guests is our primary concern. Working safely is the first criteria for performance for all SSYC Staff. Your safety and the safety of others is your responsibility as a member of the SSYC Staff.

SSYC has a commitment to quality facilities, Member satisfaction and efficient use of our resources. The prevention of personal injuries through the safe performance of our jobs and the provision of a safe work environment is good business.

It is the responsibility of SSYC management and each supervisor to oversee accident prevention by safeguarding operation hazards and training Staff to perform their jobs safely.

It is also the responsibility of all SSYC Staff to report to supervisors and/or Club management any observed activity or facility condition that they believe may be unsafe and conflicts with our primary safety objectives.

4.0 MEDICAL EMERGENCIES

It is the policy of SSYC for non-medically trained personnel to render emergency first aid to Staff, Members and guests, if possible and reasonable.

Upon determination of severity of the situation, contact the proper parties, including police or emergency response personnel (911), if necessary.

4.1 Non-Emergency Response

Offer first aid assistance. First aid kits are located in the kitchen, behind the first floor bar, Dockmaster building and in the Club boats. The kits are marked with a highly visible sign in each location. These first aid kits include items most often used for minor injuries, such as adhesive bandages of various sizes, gauze, gloves, and basic medications such as antibiotic ointment, skin irritation ointment and over the counter pain relievers.

A more comprehensive first aid kit is located in the coat closet on the main floor. It has the supplies required for more complicated injuries. The kit is organized into labeled, heavy duty, zippered bags in a red tool box on the top shelf, left hand side. These are supplies for more serious wounds, injuries to muscles and bones, life threatening bleeding, burns and allergic reactions.

CPR barrier devices are provided in first aid kits to protect anyone needing to perform this life-saving skill.

First aid kits will be checked monthly by the Fleet Surgeon to ensure that they are ready in the event they are needed. Staff will familiarize themselves with the location of this critical equipment. Having the equipment necessary and knowing where it is are the first steps in handling medical emergencies with confidence.

Notify the General Manager whenever first aid is administered. The General Manager will decide if an Incident Report should be prepared and/or investigation initiated.

4.2 Emergency Response:

The primary objectives are to stabilize the victim and reduce the risk of further harm until rescue or medical help arrives.

- The staff member first contacted should call 911 immediately. Provide operator with all necessary information
- Notify the General Manager or On-Duty In-Charge.
- Give whatever first aid is reasonable to help stabilize and comfort the person. If immediate assistance by a trained person is available, provide assistance. Do not move the victim unless absolutely necessary.
- Contact additional staff to stand watch for emergency response.
- Clear area of bystanders, if appropriate
- Assist emergency response as necessary

4.3 Automated External Defibrillator

What Is an Automated External Defibrillator?

The automated external defibrillator (AED) is a portable device that delivers an electric shock through the chest to the heart. The shock can potentially stop an irregular heart beat (arrhythmia) and allow a normal rhythm to resume following sudden cardiac arrest (SCA). SCA occurs when the heart malfunctions and stops beating unexpectedly. If not treated within minutes, it quickly leads to death.

Of course, you should request the assistance of trained medical professionals when possible. However, because the average response time for first responders once 911 is called is 8-12 minutes, and for each minute defibrillation is delayed, the odds of survival are reduced by approximately 10%, having access to and AED and knowing how to use one, is critical.

Where is the AED?

The AED is located on the wall at the entrance to the office.

How does an AED work?

A built-in computer checks a victim's heart rhythm through adhesive electrodes. The computer calculates whether defibrillation is needed. If it is, a recorded voice prompts the rescuer to press the shock button on the AED. This shock momentarily stuns the heart and stops all activity. It gives the heart the chance to resume beating effectively. Audible prompts guide the user through the process. AEDs advise a shock only for ventricular fibrillation or another life-threatening condition called pulseless ventricular tachycardia.

Who can use an AED?

Non-medical personnel such as police, fire service personnel and other lay rescuers who have been trained in CPR can use AEDs. Although formal training in the use of an AED is not required, it is recommended to help the rescuer increase their comfort and level of confidence. However, AEDs are intended for use by the general public. Most AEDs use audible voice prompts to guide the user through the process. An American Red Cross video demonstrating the use of an AED can be viewed here:

https://www.youtube.com/watch?v=BAWGjNAj_vA

4.4 Slip and Fall Incident

All slip and fall incidents are considered serious and should be treated as such. If a slip and fall incident is reported to a staff member, follow the guidelines above for medical emergencies.

4.5 Near Miss

A near miss implies that a catastrophic event has nearly occurred.

The General Manager will assure that an Incident Report is prepared and initiate an appropriate investigation of all medical emergencies and near misses.

5.0 FIRE EMERGENCY PLAN

SSYC staff and/or Members may be tempted to respond to a fire on the docks, grounds or Clubhouse. Before attempting to fight a fire with a portable fire extinguisher, you must know the answers to the following:

- Is the fire too large to control with a portable fire extinguisher?
- Do you have the right type and size of extinguisher?
- Do you know the steps to take when using a portable fire extinguisher?

The following videos provide educational tutorials on assessing fires and use of a portable fire extinguisher. (Note: These videos do not replace fire extinguisher training.)

OSHA *Training Tutorial - Portable Fire Extinguishers - Understanding Their Use and Limitations*: <https://www.youtube.com/watch?v=fkQdmsgyHLo>

Fire Equipment Manufacturers' Association *How to Use a Portable Fire Extinguisher Training Video*: <https://www.youtube.com/watch?v=BLjoWjCrDqg>

CAUTION: DO NOT discharge any extinguisher at a person's face. Keep away from children. Avoid inhaling dry chemical powders. Although not poisonous, temporary irritation and vomiting can occur. If this occurs, call a physician immediately. Dry chemical compounds are shown on the nameplates. Carbon Dioxide (CO₂) "snow" can inflict cold burns if it touches bare skin.

The following sections provide guidance on emergency response actions for larger fire incidents.

5.1 Fuel Dock, Finger Piers and Boat Fires on the Pier

No boat owner should use an open fire for cooking on the docks or in a boat. If observed, have the fires extinguished immediately.

In the event of a fire, immediately assign a specific person to call the Fire Department - Dial 911

Give the following information:

1. "This is (your name) at the South Shore Yacht Club (fuel dock, dock office, etc.) on Lake Michigan at 2300 E Nock Street. We have a (approximate length and color) boat on fire at the (give location, i.e. dock & slip number, boat ramp, etc.)."
2. Inform them whether there are any injuries or the possible severity of the injuries.
3. Describe the class of fire (wood, electrical, propane gas, or gasoline).
4. Describe any hazardous conditions near the fire.
5. Describe what, if any, fire-fighting efforts are in process.
6. Call the U.S. Coast Guard Milwaukee at 414-747-7190 or on the VHF Radio on channel 16 and repeat the same information that you just gave to Fire-Rescue.

Person In Charge

1. Notify all staff via personal radio: *"We have a fire at Fuel Dock/on Pier_, Slip_."*
2. Assign one person- staff first, Member if needed, to clear the pier of all persons.
3. Life Safety - Remove any injured persons away from the fire area if there is any further danger to them from the fire
4. Shut OFF the emergency fuel pump switches and pier electrical breakers.
5. Evacuate boat owners and guests from affected pier
6. Assign a staff member to man the driveway to direct incoming fire crews to appropriate area
7. Secure any burning boats to the dock- only if this can be done safely. This will permit the fire to be fought from the land and sea. (If available, use a grapple hook and chain to secure to dock). WARNING: Burning boats often explode when flames reach fuel tanks, so stand clear.
8. Remove adjacent boats- only if this can be done safely. Do not start boats that are immediately adjacent to the burning boat
9. If you feel qualified, use the fire extinguisher on the fire. There are large fire extinguishers on every dock, located in the Fire Extinguisher Cabinets. (See "Fire Extinguisher" videos)

Environmental Safety

- Locate fuel and oil spill containment and cleanup equipment. Deliver to fire site
- Use fuel and oil containment equipment (booms) to contain any spilled fuel- only if this can be done safely

5.2 Clubhouse and Grounds

Immediately assign a specific person to call the Fire Department - Dial 911

Give the following information:

1. "This is (your name) at the South Shore Yacht Club (fuel dock, dock office, etc.) on Lake Michigan at 2300 E Nock Street. We have a fire at the (give location, i.e. bar, kitchen, tent, etc.)."
2. Inform them whether there are any injuries or the possible severity of the injuries.
3. Describe the class of fire (wood, electrical, propane gas, or gasoline).
4. Describe any hazardous conditions near the fire.
5. Describe what, if any, fire-fighting efforts are in process.

Person in Charge

1. Make sure everyone is out of the building and/or away from the fire and the surrounding area.
2. Staff should gather at the pre-determined meeting place to enable accounting for all on-duty personnel and, to the extent possible, Members and guests.
3. Contact the General Manager if not already present.
4. If it is possible to access safely, secure electrical power at the main panel.

5. Stand by to direct the Fire Department once they are on site and lead them to the incident. Have someone stand by the gates to control Member and public access as requested by the Fire Department.
6. If the fire is small and you are absolutely positive that no explosive materials are involved (gas and propane), you can try to use a fire extinguisher to put out the fire.
7. If you are afraid or nervous to fight a fire, **DO NOT** fight it. **DO NOT** jeopardize your own safety or the safety of others
8. Public information announcements, if any are necessary, are to be handled only by the General Manager or On-Duty In-Charge.

If a fire occurs on the grounds which threatens evacuation through the main gate (e.g. winter storage boats on fire), the alternate emergency escape route is north of the Junior Boathouse:



5.3 Boat Fire Away From the Piers and Fuel Dock

If contacted by VHF radio- it is most likely that the U.S. Coast Guard Milwaukee will take over. Stand aside for assistance, only if requested.

If you are contacted by telephone, obtain necessary information and relay it to the U.S. Coast Guard Milwaukee at 414-747-7190 or VHF channel 16.

6.0 FUEL & OIL SPILLS

6.1 General Guidelines for Fuel Spills

A spill is reportable to the Wisconsin DNR if:

- There is an impact to human health (Note: An evacuation is considered a threat to human health)
- There is an impact to the environment (A spill into Lake Michigan).
- There is a fire, explosion or safety hazard.
- The spill is more than the reportable quantities listed below.
 - 1 gallon of gasoline onto a pervious surface or runs off an impervious surface.
 - 5 gallons of a petroleum product other than gasoline onto a pervious surface or runs off an impervious surface.

Gasoline

Quantity **under 1 gallon** that is contained over concrete surface

- Pick up with absorbent pads
- Shut off electrical power to the nearest areas
- Guard the area until safe from fumes and fire

Standard absorbents saturated with gasoline should be stored in fireproof containers and disposed of as hazardous waste. Small pads used to clean up minor fuel drips at the fuel pump may be allowed to air dry and reused.

Quantity **over 1 gallon** that is NOT contained and runs off the concrete surface

- Shut off electrical power to the nearest areas
- Use pillows to absorb as much gasoline as possible
- Guard the area until cleared of fumes and contaminated materials
- Contact General Manager or On-Duty In-Charge
- Report the spill to the Wisconsin DNR (800) 943-0003
- If the gasoline spill is at risk of reaching Lake Michigan, report details to local U.S. Coast Guard at (262) 657-4620 and the National Marine Pollution hotline at (800) 424-8802

Diesel

Quantity **under 5 gallons** that is contained over concrete surface

- Pick up with absorbent pads
- Shut off electrical power to the nearest areas
- Guard the area until safe from fumes and fire

Standard absorbents saturated with oil or diesel only (no gasoline) may be wrung out over oil recycling bins in the Recycling Center and reused. Bioremediating bilge booms may be disposed of in regular trash as long as they are not dripping any liquid.

Because the microbes need oxygen to function, do not seal them in plastic bags. Small

pads used to clean up minor fuel drips at the fuel pump may be allowed to air dry and reused.

Quantity **over 5 gallons** that is NOT contained and runs off the concrete surface

- Deploy spill boom, add pillows as appropriate. Booms and pillows are located in locker at fuel dock
- Contact General Manager or On-Duty In-Charge
- Exclude boats from containment zones
- Report the spill to the Wisconsin DNR (800) 943-0003
- If the diesel spill is at risk of reaching Lake Michigan, report details to local U.S. Coast Guard at 414-747-7190 or on the VHF Radio on channel 16 and the National Marine Pollution hotline at 800-424-8802

6.2 Larger Quantity Spill that Cannot Be Contained in the Spill Boom

Immediately assign a specific person to call the Fire Department - Dial 911
Give the following information:

1. "This is (your name) at the South Shore Yacht Club (fuel dock, Club office, etc.) on Lake Michigan at 2300 E Nock Street. We have a spill on the fuel dock."
2. Describe the size of the boat and type: power or sail, if involved
3. Describe the severity of the spill and if other boats are nearby
4. Inform them whether there are any injuries or the possible severity of the injuries.
5. Describe the material spilled (gasoline, diesel).
6. Describe any hazardous conditions near the spill.
7. Describe what, if any, spill response efforts are in process.
8. Call the U.S. Coast Guard Milwaukee at 414-747-7190 or on the VHF Radio on channel 16 and repeat the same information that you just gave to Fire-Rescue.
9. Contact General Manager or On-Duty In-Charge
10. Report the spill to the Wisconsin DNR (800) 943-0003
11. Contact the National Marine Pollution hotline at (800) 424-8802

Dockmaster or Person in Charge

Notify all staff via personal radio: "We have a spill on the fuel dock."

Assign one person- staff first, Member if needed, to clear the entire area of all persons.

Life Safety

- Locate cause of spill and secure against spread.
- Remove any boats from the spill area if possibly
- Shut off the fuel pump via emergency shut-off mounted on the exterior Clubhouse wall by the fuel pumps or at the bar.
- Shut off electrical power
- Evacuate boat owners and guests from the entire area



- Secure any affected boats to the dock- only if this can be done safely
- Remove adjacent boats- only if this can be done safely. DO NOT allow boats to start up that are immediately adjacent to a spill source or to a burning boat
- DO NOT allow boats to enter the area.
- Assign a staff member to man the driveway to direct incoming Fire Department crews to the appropriate area

Environmental Safety

Locate fuel and oil spill containment and cleanup equipment in the dock box on the fuel dock. **NEVER USE DETERGENTS** to contain or remove a spill.

Use fuel and oil containment equipment (booms) to contain any spilled fuel- only if this can be done safely.

6.3 Sinking or Sunken Boat

Sunken boats commonly result in oil pollution when fuel bubbles up from the submerged fuel tank (often through the air vent).

1. Know location and proper use of emergency pumps.
2. If boat is sunk, place oil spill containment boom around the boat since fuel will usually bubble up to the surface resulting in an oil spill.
3. Inform boat owner of proper spill reporting procedures

6.4 Waste Oil and Antifreeze Containers Located in the Recycling Center

The General Manager, Grounds Committee and Waterfront Services Committee have overall responsibility for maintaining the Recycling Center area.

- The General Manager and kitchen staff will monitor and coordinate recycling of cardboard, plastics and grease as well as the pick-up of trash with SSYC's vendor, Advanced Disposal (262) 679-0860.
- The General Manager and Dockmasters will monitor and coordinate recycling of motor oil, used oil filters and antifreeze with SSYC's vendor, OSI Environmental Inc. (262) 278-4870.
- All SSYC staff need to report to the General Manager observations of overfilled dumpsters, spilled oily liquids and/or the potential for a spill incident.

The plastic waste motor oil tank holds up to 250 gallons. The tank is stored within a secondary corrugated steel containment system with a capacity of 257 gallons.

There are 55-gallon drums provided for Members to dispose of used oil filters and antifreeze. These containers are also stored on top of secondary containment. The drums must remain under the roofed area to minimize the potential for precipitation to enter the drums.

No solvents, gasoline, diesel or other liquids are to be placed in the above containers. The addition of these liquids to the containers may result in their reclassification as hazardous wastes.

The routine inspection of these waste containers should note how full they are and that covers are properly in place to prevent water entry. The waste oil tank has a gauge on the top of the tank. The waste oil tank and/or the 55-gallon drums should be removed and recycled when any single container is 3/4 full.

The General Manager will contact OSI Environmental (262-278-4870) for the recycling of these wastes at the end of the boating season (i.e. November 1). The used oil filter and antifreeze drums will be removed, regardless of the volume of the waste they contain.

The secondary containment systems should also be inspected to assure they remain dry and that the waste containers are not leaking. Water observed in the secondary containment should be removed if it does not show evidence of leaking waste liquids. Spillage of waste liquids within the secondary containment should be returned to the tank or drum from which they originated.

Any observed spills should be cleaned up promptly. A weather-proof storage box containing absorbent pads and floor seep absorbent is provided for this purpose.

- Used oil-containing materials, including absorbents, may be disposed of in a solid waste landfill (i.e. trash compactor) only if there is no free-flowing oil in or on the absorbent material (WI Act 152, 2011).
- Standard absorbents saturated with oil or diesel only (no gasoline) may be wrung out over oil recycling bins and reused.
- Bioremediating bilge booms may be disposed of in regular trash as long as they are not dripping any liquid. Because the microbes need oxygen to function, do not seal them in plastic bags.
- Standard absorbents saturated with gasoline should be stored in fireproof containers and disposed of as hazardous waste.
- Small pads used to clean up minor fuel drips at the fuel pump may be allowed to air dry and reused.

6.5 Fuel Leaks or Spills from a Fueling Truck

In the event that a fuel truck leaks during a delivery to the underground fuel tanks, the opening in the sheet pile wall will be the first place fuel will reach as it moves across the concrete from the fuel truck. This sheet pile wall opening allows storm water runoff to enter the lake. The opening will be plugged with absorbent pads and a containment boom. This will allow fuel to be captured and keep the fuel from entering the lake until our fuel supplier can call their contractor to clean up the spill.

7.0 UNDERGROUND FUEL TANKS

The underground tanks are double-lined fiberglass tank systems. Leak tests are performed daily using our Pneumercator Model TMS2000 in tank monitoring system. The system combines fuel level measurement with precision in-tank leak detection and external sensors for secondary containment.



A front panel horn is provided to annunciate alarms as well as communications failures. When a leak or system failure occurs, the alarm will sound and the indicator lights and/or LED panel will identify the reason for the alarm.

When any alarm signal is triggered, call the General Manager immediately.

If the alarm indicates there is a leak:

- Activate the emergency shut off switch to the fuel pumps mounted on the exterior Clubhouse wall by the fuel pumps or at the bar.
- Call the Commodore, Waterfront Services Director and Head Dockmaster (See Emergency Contact List on Page 1).
- After confirming the system has identified a possible leak, the General Manager will call Petroleum Equipment, Inc. (414) 466-3000 to determine a course of action.
- Observe the water surface near the fuel pumps for any fuel sheen. If present, respond to the release as described in Section 7 - *FUEL & OIL SPILLS*.

The horn can be silenced manually by pressing any pushbutton.

8.0 PERSON OVERBOARD

Be aware of distress calls from anyone falling overboard.

In the event that someone has fallen in the water in or around the docks, there are several safety related items to remember. If the person has fallen between a boat and a slip's wave boards, it is imperative to get them out immediately. Given the wind and wake activity, being in this position is very dangerous.

There are ladders located along the docks on at least every other finger slip. There are also safety rings and ropes mounted on red posts located on each dock in the same location as the fire extinguishers.

Attempt rescue only if it is considered safe for the rescuer and proper safety equipment is used. Bring a floatation device if a rescue is attempted.

In all overboard cases involving cold water or prolonged exposure, assume victim has hypothermia (heat loss from body) and handle gently and keep from losing further body heat. Medical treatment is advised.

SSYC will maintain sweat shirts and pants in various sizes to enable victims exposed to cold water to change into dry clothing. The dry clothes (i.e. MOB clothes) will be kept in the Clu's store in a large clear bag marked with MOB clothing and size. The bartenders have a key to the store.

In drowning cases, assume the victim is severely hypothermic and alive. After removing the victim from the water, immediately call 911 and then begin CPR and first aid, and continue until Rescue or Medical personnel arrive and take over. Remember, no one should be presumed dead.

9.0 DOCK SECURITY

All personnel are required to know the Club Safety Procedures and Club Regulations. Be prepared to enforce regulations in a diplomatic manner.

General

The grounds, docks, and storage areas are to be patrolled by the Dockmaster each morning to assess possible overnight security issues.

New visiting vessels should be identified and not allowed to dock in leased slips unless they are a transient and have registered with the Dockmaster.

Dock Access/Theft

The docks are OFF LIMITS to all persons except boat owners and their guests. If anyone is not associated with a vessel, ask them to please leave the area. If the person resists the request to leave the docks, **DO NOT** argue with them, but immediately call the Club Office or the Milwaukee Police, as appropriate.

Fishing is allowed only in designated areas.

If any boat owner has a reported theft aboard their vessel or report of persons boarding their vessel without permission in their absence, call Milwaukee Police and complete a written report while the owner is present. Take action immediately! Notify the Club Manager or On-Duty In-Charge and provide him with a copy of the incident report.

Boats in the Water

Observe and report. Call the Club Office to contact the boat owner if the following are observed:

- Boats sitting unusually low in the water or listing.
- Radios, lights, etc., left on or running.
- Lines untied, frayed or broken.
- Loose rigging, sails, canvas, etc.
- Equipment and debris representing trip hazards on the dock.
- Suspicious activity on the boat.
- Evidence of break in or theft

Dock Lights

Dock lighting helps prevent trip hazards and injuries. Report any burned out dock lights to the General Manager.

10.0 SEVERE WEATHER

10.1 Tornado

Severe Storm/Tornado - Know what a tornado WATCH and WARNING means:

- A tornado WATCH means a tornado is possible in your area.
- A tornado WARNING means a tornado has been displayed on radar and/or actually touched down and may be headed for your area. Go to safe shelter immediately.

When a Tornado WATCH Is Issued...

Listen to local radio and TV stations for further updates.

Be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado *may* alert you, but this is not always the case.

When a Tornado WARNING Is Issued You Will Hear The Sirens.

If you are inside one of the buildings, or on a boat, go to the basement or restrooms in the Clubhouse. The tornado may be approaching our area.

Do not use your vehicle as a means of escape. Cars and trucks can be fatal shelters.

After the Tornado Passes...

Watch out for fallen power lines and stay out of the damaged area.

Listen to the radio for information and instructions.

10.2 Power Outage/Downed Power Lines/ Natural Gas Leak

All downed power lines and gas leaks should be considered serious. Power lines should be presumed to be 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 should call 911 immediately. Provide operator with all necessary information
3. Stand watch for emergency response
4. If possible, keep people away from a generous area around any downed wires or suspected leak area

When possible, the General Manager should notify slip holders by email if extended power outages occurred on the docks and their approximate duration.

10.3 High Winds And Waves

When possible, the General Manager should email slip holders about forecasts of sustained high wind or wave conditions and the possible need for Member concern about their boat's security.

If it is safe to be on the docks to perform security rounds, the Dockmaster will call the Club Office to contact the boat owner if the following are observed:

- Boats sitting unusually low in the water or listing.

- Lines untied, frayed or broken.
- Loose rigging, sails, canvas, etc.
- Damage to docks or finger piers

11.0 BOATING ACCIDENT

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

Emergency Situation

The staff member first contacted should call 911 immediately.

Provide the 911 operator with the pertinent information

If possible, go to the scene of the accident or appoint another staff member to do so.

If there are injured victims, administer first aid to the extent you are trained. Do not move them. Emergency crews will do so.

Stand watch for emergency response

Assist as necessary.

Non-Emergency Situation

The staff member first contacted should remain calm and unbiased to diffuse any possible tension or confusion that may ensue.

12.0 HOLDUP/ROBBERY/BREAK-INS

Personal safety is SSYC's primary concern. No attempts to safeguard property or money are to be made if it endangers any person or people's welfare.

SSYC Staff and Members should remain vigilant of their surroundings when leaving the Club grounds, especially at night. If suspicious vehicles, persons or activities are observed, DO NOT approach the situation. Call 911.

In the event of a holdup, robbery or break-in:

1. Assess if injuries occurred to Staff, Members or guests.
2. Call 911. Give the following information: "This is (your name) at the South Shore Yacht Club (fuel dock, Club office, etc.) on Lake Michigan at 2300 E Nock Street."
3. Describe the incident and provide operator with all necessary information and need for medical assistance, if any.
4. Stand watch for emergency response
5. Assist emergency response as necessary

13.0 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 should call 911 immediately. Provide the operator with all the necessary information
3. Stand watch for emergency response

Action to take if time allows while talking to person making the threat

Ask the caller the following questions and write down the answers for future reference.
Record the exact words

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 at this location?

14.0 ACTIVE SHOOTER

This page describes what to do if you find yourself in an active shooting event, how to recognize signs of potential violence around you, and what to expect after an active shooting takes place. Remember during an active shooting to RUN. HIDE. FIGHT.

Be Informed

- Be aware of your environment and if you see something, say something right away. If appropriate, call 911.
- Know what you would do, if confronted with an active shooter.
- Look for the two nearest exits anywhere you go, and have an escape path in mind & identify places you could hide.

During

RUN and escape, if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe the shooter, location, and weapons.

HIDE, if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.

- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety and provide first aid.

A FBI/Homeland Security '*RUN, HIDE, FIGHT - Surviving an Active Shooter Event*' video demonstrates possible actions that individuals can take if confronted with an active shooter scenario. This instructive 6 minute video reviews the choices of running, hiding, or as an option of last resort, fighting the shooter. The video also shows how to assist authorities once law enforcement arrives. The video can be viewed here: <https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources/responding-to-an-active-shooter-crisis-situation>

15.0 SAFETY

15.1 General Safety Guidelines

Assess the potential hazard for the tasks being performed.

1. Wear appropriate protective clothing
2. Wear face shields or safety goggles while using power tools or any activity involving flying debris
3. Wear respiratory protection when being exposed to hazardous vapors
4. Wear appropriate shoes while on the job
5. Consult Material Safety Data Sheets, if appropriate.

Electrical equipment used outdoors on the SSYC grounds must be plugged into GFCI protected outlets. Please note that electrical outlets on the docks are not GFCI protected.

Report to the General Manager any observed activity of modifications being made to an electrical pedestal on the docks.

Paints, fuels, cleaners, etc., are to be used according to instructions and partially used containers of these liquids are to be stored in explosion-proof containers or cabinets.

No swimming is allowed in the SSYC marina.

Use extreme caution when ice has formed on the docks. Wear a life vest and advise a staff member to be aware and when you expect to return.

All SSYC Staff should know Club regulations, contract provisions and enforcement policies. Enforcing these guidelines will occasionally bring Staff in conflict with members. Know the rules and enforce them tactfully and with confidence. Refer any questions or difficulties to the General Manager, On-Duty In-Charge, Commodore and/or appropriate Board member.

15.2 Equipment Safety

SSYC Equipment Safety Rule #1:

All equipment not meeting all requirements of the daily inspection must be reported to the General Manager and **ARE NOT** to be used unless replaced or until the necessary repairs are made.

Tender, Race Committee and/or Work Boats

1. The tender shall only be operated by SSYC certified tenders.
2. SSYC Race Committee and Work Boats shall only be operated by persons specifically authorized by the Race Committee. Persons born on or after Jan. 1, 1989 are required to successfully complete the Official Wisconsin Boating Safety Course (<https://www.boat-ed.com/wisconsin/>) before operating any SSYC vessel.

3. U.S. Coast Guard-approved personal floatation devices (PFD) are to be immediately available and worn anytime the boat is underway.
4. Boats are not to be operated without all required U.S. Coast Guard approved equipment aboard.
5. No person will operate the boat without knowledge of proper use of the equipment aboard.
6. Boats will be operated according to the Nautical Rules of the Road, State and Harbor regulations.
7. The boat operator will be personally responsible for fines levied for improper boat operation and/or operating without required safety equipment.
8. Refuel the boat after use.

15.3 VHF Radio Monitoring

Base Station: Scan Channel 09 and 16 during operating hours.

Dockmasters will test radios at the beginning of each day using the automated radio check service on Channel 27.

16.0 HAZARD COMMUNICATION STANDARD PROGRAM

General

The purpose of this instruction is to ensure that SSYC is in compliance with the OSHA Hazard Communication Standard (HCS), 29 CFR 1910. Section 1200.

SSYC Safety Coordinator: Bill Smitz, General Manager

The Safety Coordinator has the overall responsibility for coordination of our Hazard Communication Program.

In general, each Staff member in the facility will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and the measures to take to protect themselves from these chemicals.

List of Hazardous Chemicals

The Safety Coordinator or designee will maintain a list of all hazardous chemicals used by the facility, and update the list when necessary. The hazardous chemicals list will be updated upon receipt of hazardous chemicals at the facility. The master list of hazardous chemicals for the facility is maintained at the office of the General Manager.

Material Safety Data Sheets

The General Manager will maintain a Material Safety Data Sheet (MSDS) library on every substance on the list of hazardous chemicals used by the facility. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. MSDS's will be readily available to all Staff.

The General Manager will review each MSDS for accuracy and completeness. All new procurements for the facility must be cleared by the General Manager. Whenever possible, the least hazardous substance will be procured. MSDS's that meet the requirements of the HCS must be received at the facility prior to the first shipment of potentially hazardous chemical purchase from a vendor.

Labels & Other Forms of Warning

The Department Managers or their designees are responsible for ensuring that all hazardous chemicals in the facility are properly labeled. Labels should list at least the identity of the chemical substance and appropriate hazard warnings. The Department Managers will refer to the corresponding MSDS to verify label information. Immediate-use containers, small containers into which materials are drained for use on that shift by the Staff drawing the material, do not require labeling.

Existing labels on any containers of hazardous chemicals shall not be removed or defaced unless that container is immediately marked with the appropriate required information.

Training

Each Staff member who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for Staff when a new hazard is introduced into their work areas. Hazardous chemical training is conducted by the General Manager.

The training will emphasize these elements:

1. A summary of the Standard and this written program.
2. Hazardous chemical properties including methods that can be used to detect the presence or release of hazardous chemicals.
3. Physical and health hazards associated with potential exposure to workplace chemicals.
4. Procedures to protect against hazards, e.g., personal protective equipment, work practices and emergency procedures.
5. Hazardous chemical spill and leak procedures.
6. Location of MSDS's, how to understand their content, and how Staff may obtain and use appropriate hazard information.

The General Manager will maintain and monitor records of Staff training and determine staff training needs.

Contractors

Any person engaging an outside contractor will advise the contractor of any chemical hazards which may be encountered in the normal course of their work on the premises. The contractor will be required to submit MSDS's or other appropriate notification of any chemical hazards their work may present to SSYC Staff before such substances are brought on site.

Non-Routine Tasks

Supervisors contemplating a non-routine task, or assignment of Staff to a new or non-routine job, will ensure that Staff are informed of chemical hazards associated with the performance of these tasks and of appropriate protective measures. This may be accomplished by a meeting of the Department Manager or Supervisor with affected Staff to discuss any new chemical hazards and MSDS's before such work is begun.

17.0 STAFF TRAINING

It is the goal of SSYC for Staff and Club management to have taken the necessary training for the safe and effective performance of their duties. The following summarizes the training requirements for various positions:

Training	Who	When	By
Emergency Response Plan	GM, Board, Mgrs, Bar, Kitchen, Office, Dock, Tender	Initial Employment/ Annual	GM or a qualified representative
First Aid/CPR/AED	GM, Mgrs, Bar, Dock, Tender	Every 2 Years	Red Cross, American Heart Assoc or other approved agency
Fire Extinguisher Use	GM, Mgrs, Bar, Kitchen, Office, Dock, Tender	Initial Employment/ Annual	GM or a qualified representative
Fire Drills	GM, Mgrs, Bar, Kitchen, Office, Dock	Annual	GM or a qualified representative
Boat Fueling Procedures/Class C Operator	Dock, Tender, Bar Mgr and Bar Assistant Mgr	Initial Employment	Head Dock
Fuel Spill Response	GM, Dock, Tender, Bar Mgr and Bar Assistant Mgr	Initial Employment/ Annual	Head Dock
Tender	Tender Operators	Initial Employment	Dave Blomberg
Boating Safety	All Club boat operators as required by law	Initial Employment	WI DNR online boating course

GM – General Manager

Board – Board of Directors

Mgrs –Restaurant, Bar and Kitchen Managers and Assistance Managers

Bar – Bartender Staff

Kitchen – Kitchen Staff

Office – Administrative Staff

Dock – Dockmasters

Head Dock – Head Dockmaster

Tender – Certified Tender Operators

Any Staff member who is not a swimmer must inform the General Manager and never go out on a boat or dock without permission of their supervisor. Non-swimmers must wear a PFD at all time when working near the water. Non-swimmers are urged to take swimming classes.

18.0 REPORTING

ALL EMERGENCY INCIDENTS, NO MATTER HOW MINOR, ARE TO BE REPORTED IMMEDIATELY TO THE GENERAL MANAGER OR ON DUTY IN-CHARGE

18.1 First On-Scene Staff Requirements:

- To the extent practical, assure that the S&ERP guidance is adhered to.
- Prepare an Incident Report (attached), including as many details as possible.
- Present the Incident Report to the General Manager within 48 hours of the incident taking place.

The General Manager is to review the report for accuracy and completeness. The report, including all the original forms, is to be forwarded to the Commodore and other SSYC Management, as appropriate, to determine an appropriate course of action. (e.g. forward to lawyers and insurance).

18.2 Incident Investigation

All incidents are to be investigated as directed by the General Manager. The type of investigation needs to correspond to the nature of the incident and its potential direct and indirect consequences. Moreover, the investigation should be completed within a reasonable time.

- For all major incidents, the General Manager and/or Commodore shall appoint a team to investigate the incident.
- For all minor incidents, the General Manager and/or a designated person appointed by the General Manager shall form an incident investigation team to look into the incident. In case of minor incidents, the investigation team may consist of only the designated person.

The investigation team shall submit a report to the General Manager and Commodore and allow for their comments and/or support to be incorporated. The report will reflect the independent inquiries of the investigation team as well as provide recommendations to minimize/eliminate hazards and identify opportunities for improvement of SSYC operations.

The General Manager shall ensure that the corrective and/or preventive actions recommended by the investigation team are duly implemented in a timely manner.



INCIDENT REPORT

Type of Incident: Medical Emergency____ Environmental/Spill____ Health & Safety____

Severity of Incident: Major____ Minor____ Near Miss____

Date/Time of Incident: _____ Authorities Notified: 911____ Other_____

Authorities Responding: Police____ Fire____ WDNR____ USCG____ Police Boat____ Other_____

Location of Incident:

Description of Incident (What happened, How it happened, Factors leading up to the event, etc. Be specific. Attach additional sheets if necessary)

Person(s) involved in the incident and contact information:

Name/Address/Phone: _____

Name/ Address/Phone: _____

Indicate if involved persons are Staff, Member, Guest, Vendor, Trespasser

Were there any witnesses to the incident? Yes____ No____

If Yes, attach a separate sheet with names, addresses, phone numbers

Was a person injured? Yes____ No____ Who? _____

Describe the injury, part of the body injured and any other information known about the injury:

Was medical treatment provided? Yes____ Not offered____ Offered but refused____

If Yes, where? SSYC First Aid____ Urgent Care____ Ambulance____ Emergency Room____

What was the root cause of the incident?

Corrective/preventive action of avoid the incident from re-occurring:

Individual submitting report: Print Name:

Signature:

Date: