



Marina Emergency Readiness Checklist

EMERGENCY PLAN ESSENTIALS

- ☐ Our emergency plan is up to date and easy to access
- ☐ All staff have reviewed the plan and understand their roles and expectations
- ☐ A physical copy of the plan is posted in key areas

ROLES RESPONSE TEAM

- ☐ Each shift has an assigned incident lead
- ☐ Emergency role cards are issued or posted for each staff position
- ☐ All seasonal and part-time staff have recieved emergency training

CONTACT INFORMATION

- ☐ Emergency numbers posted (911, Coast Guard, EMS) posted and shared among staff
- ☐ Staff have local responder contact info (fire, utility, hazmat, security)
- ☐ A slipholder alert method is in place (text, email, PA system, etc.)

DRILLS & TRAINING

- ☐ Fire response drill conducted this season
- ☐ Man-overboard or water rescue drill completed
- ☐ Severe weather evacuation drill completed
- ☐ One staff member is certified in CPR/AED and first aid
- ☐ Drill results are documented & discussed with team members

EQUIPMENT & INFRASTRUCTURE

- ☐ All safety gear is present, inspected and operational:
 - Fire Extinguishers
 - Life Rings and Ladders
 - AED's and first-aid supplies
- ☐ Dock lighting is functional for nighttime response
- ☐ Emergency shutoff switches are labled and unobstructed