

# Seattle Permits

—part of a multi-departmental series on City services & permitting

## Fire Emergency Plans for Marinas, Piers, Wharves and Floats

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Chapter 94 of the Seattle Fire Code requires that fire emergency plans be developed for piers, wharves, floats and marinas. This bulletin outlines the general requirements of these plans.

### Fire Emergency Plans

Fire emergency plans for marinas are required to include the following:

1. Procedures for Fire Department notification
2. Fire evacuation instructions
3. The location of portable fire extinguishers, hose cabinets, sprinkler and standpipe system control valves, fire department connections and electrical disconnects.

### Employee Training

Employees must be instructed in:

- The location of fire-fighting equipment.
- Procedures for responding to a fire alarm or other emergency.
- How to report a fire or other emergency to the proper authorities and designated employees.
- The designated roles of employees in emergency situations.
- The use of portable fire extinguishers.

### Boat Owners

All boat owners at the marina must be provided with written instructions for reporting fires and other emergencies and actions they should take in the event of a fire.

**LEGAL DISCLAIMER:** *This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. Individuals are responsible for compliance with all code and rule requirements, whether or not described in this CAM.*

### Developing a Marina Plan

A recommended practice is to establish a safety committee to develop an emergency plan that outlines the actions staff should follow in the event of a fire and the training guidelines needed to maintain their readiness.

The following list includes elements that should be included in your plan:

1. Call 911 to report the emergency.
2. Evacuate boaters and guests.
3. Shut off all electrical power to the fire area.
4. Shut down the fuel dock.
5. Move adjacent boats away from the fire area but don't untie burning boats to drift away.
6. Move any vehicles that may obstruct firefighting operations.
7. Assign personnel to direct incoming emergency responders to the right location and remain available as an information resource.
8. Work with Fire Department personnel during the development of your plan. Firefighters can assist you with procedural decisions and you can help them by providing pre-fire information particular to your marina.
9. Train staff to make decisions based on the plan. Training should include how to report a fire, conduct an evacuation, and extinguish a fire using on-site firefighting equipment as applicable. If you expect staff to use equipment, you need to provide the training to safely and properly use each piece. Training can often be contracted from the company who provides and services the equipment.
10. Schedule drills for marina employees at least twice a year. Drills allow employees the opportunity to test and practice the emergency response plan. Drills also provide an opportunity to update and change the plan as needed.

[www.seattle.gov/fire](http://www.seattle.gov/fire)

