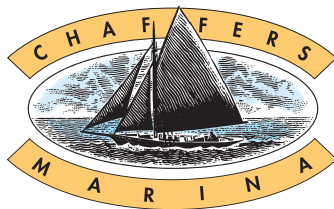




# ***Fire Response Plan***



# ***Chaffers Marina Fire Response Plan***

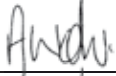

**Revised 2020**

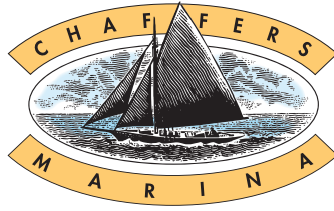
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For CML Stakeholders, Staff and Contractors at Chaffers Marina ('the site')

PO Box 27555, Wellington 6011  
Telephone 04 382 9300  
Email: office@chaffersmarina.co.nz

Andrew Welsh, General Manager, Chaffers Marina Ltd

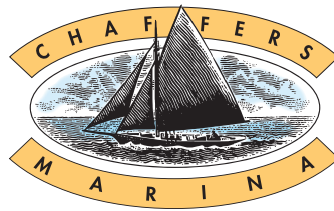
Rev. No.	Date	Description	Prepared By	Reviewed By	Approved By
1	10/09/2019	CML Fire Response Plan	Andrew Welsh		
2	16/09/2019	CML Fire Response plan reviewed		Andrew Welsh	



# *Chaffers Marina Fire Response Plan*

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## Overview & Objectives

### Overview

Chaffers Marina Limited has the overall responsibility and duty of care for marina users, including vessel owners, residents, visitors, contractors and staff (referred to as 'Marina Stakeholders')

This plan has been written to advise Chaffers Marina Stakeholders about the procedures in place in the event of a fire within the marina.

This plan does not include the onshore facilities (office, bathrooms and storage) which are covered by the separate Clyde Quay Fire Evacuation Procedures (managed by Willis Bond on behalf of Clyde Quay Wharf Redevelopment LP).

It is important that all Marina Stakeholders take the time to be familiar with this plan, know what the procedures are in the event of a fire and how the response to a fire will be managed.

### Objectives

The objective of this Fire Response Plan is to ensure the safety of the Marina Stakeholders through Fire Prevention and Emergency Evacuation.

- **Fire Prevention:** To reduce and prevent the incidence of fire by controlling fire hazards in the marina and by maintaining the marina facilities (see section 2 'Areas of Risk').
- **Emergency Evacuation:** To establish a systematic method of safe and orderly evacuation of the marina, in case of fire.

This plan provides procedures for responding to a fire emergency, assists with training of Fire Wardens, and has been designed and produced for distribution to all Marina Stakeholders.

A priority in any emergency situation is to save lives, minimize injuries, and reduce damage to property.

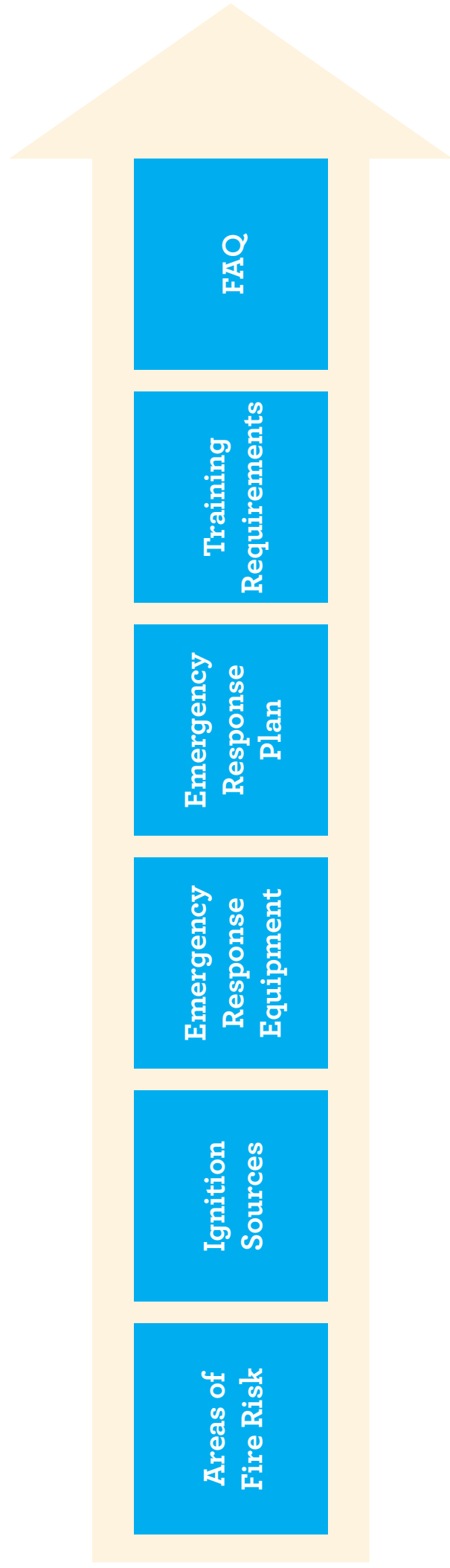
### Responsibilities:

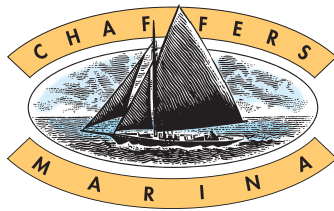
- The Chaffers Marina General Manager has overall responsibility for Health and Safety including Fire Safety
- The Chaffers Marina Dockmaster is responsible for the maintenance and operational effectiveness of the firefighting equipment
- The Chaffers Marina Administration Manager has the responsibility of duties as fire warden
- Marina Stakeholders are responsible for being familiar with marina evacuation route(s) and exit(s). During an evacuation, Marina Stakeholders must follow instructions of the General Manager, Dockmaster and Fire Warden (Administration Manager)



## *Chaffers Marina Fire Response Plan*

It is important that all stakeholders are aware of the areas of risk within the marina and that they take the necessary steps to mitigate the risk of fire; this includes Staff, Contractors and vessel owners.





## ***Fire and Emergency Contacts***

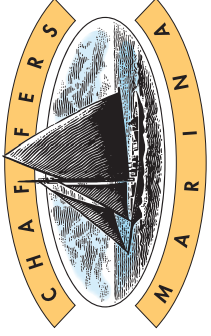
### ***Contact Persons***

General Manager CML – **Andrew Welsh**  
Administration Manager CML – **Victoria Askew**  
CML Site Representative – **Chris Bassett**  
Emergency Services – Fire, Police, Ambulance  
Regional Harbour Master – **Grant Nadler**  
  
Deputy Regional Harbour Master – **Patrick Atwood**  
Marine Oil Spills (MNZ)  
Rescue Coordination Centre (RCC)  
Wellington Coastguard  
Marine Emergency  
Wellington Police Maritime Unit  
  
Local Notifying Agency  
Worksafe NZ (Wellington Office)  
86 Customhouse Quay Wellington  
Postal Address, PO Box 165, Wellington 6140

### ***Contact Numbers***

027 418 7825  
04 382 9300  
021 156 1086  
111, ask for required service  
027 451 6155  
04 830 4163  
04 830 4164  
0508 472 269  
0508 472 269  
VHF Channels #14 and #62  
VHF Channel #16  
04 472 0150  
111 ask for Wellington Police Maritime Unit  
Phone 0800 030 040  
Fax (04) 914 6866





## *Chaffers Marina Fire Response Plan - Areas of Risk*

It is important that all stakeholders are aware of the areas of risk within the marina and that they take the necessary steps to mitigate the risk of fire; this includes Staff, Contractors and vessel owners.

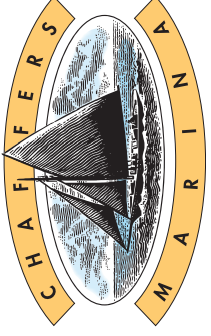
# EMERGENCY RESPONSE



- Individual Boats**  
(gas, electricity, fuel, cooking)
- Fuel Berth**
- Boat Lift / Containers**
- Workshop Storage Area**
- Maintenance**  
(no grinding/welding unless a Hot Work Permit has been issued)



# CALL 111



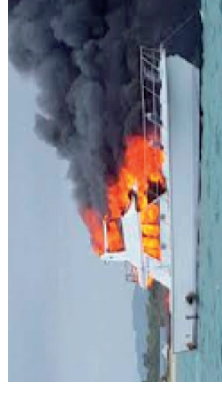
## *Chaffers Marina Fire Response Plan - Ignition Sources*

Chaffers Marina Limited has strict conditions relating to Electrical Connections to Shore, Contractors (including insurance provisions, Hot Work Permits and inductions) and maintenance works within the marina. Any deviation from these rules and conditions places vessels and people at risk within the Marina.

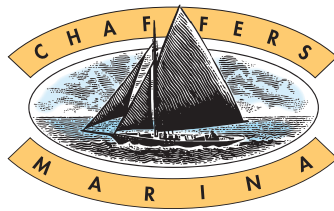
# EMERGENCY RESPONSE



- Electrical Spark to Petrol Fuel vapour
- Fuel Transfer
- Visitors! Smoking, Boat Repair...
- Cutting, Grinding, Welding
- Electrical Sparks in Buildings







## ***Chaffers Marina Fire Fighting Equipment***

Marina Stakeholders should only fight minor fires with appropriate equipment and only if confident and it is safe to do so.

Fire Hoses and portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately. You should not attempt to fight even a small fire until people have been evacuated from the fire area and the Fire Service has been called. Never attempt to fight a fire if any of the following is true:

- You are uncertain about how to use the fire hose or extinguisher
- The fire is spreading beyond the immediate area where it started
- The fire could block your escape route
- You are alone

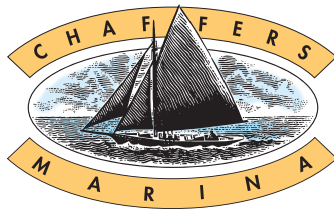
### **The following firefighting equipment is provided:**

All piers are supplied with fire boxes, each box contains 'lay flat' hose with a nozzle (20m long).

To operate:

- Remove the red cover
- Run out the hose to the fire
- Turn on the blue valve connected to the fire box
- Adjust the water jet at the nozzle
  
- A Fire Cart (and operating instructions) is located under the stairs leading to Pier Gate C (bi-monthly training sessions are run by the CML Dockmaster)
- A Foam Fire Extinguisher (Class A and B fires) is located in the 'Emergency Equipment Room' in the CML Locker Storage area (locker 1)
- A Dry Powder Extinguisher (Class A, B and E fires) is located at the CML Fuel Berth





## ***Chaffers Marina Emergency Response Plan***

The priorities for a response to FIRE are:

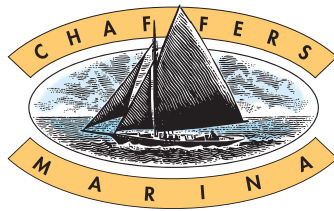
### **Life Property Environment**

#### ***In the event of a fire:***

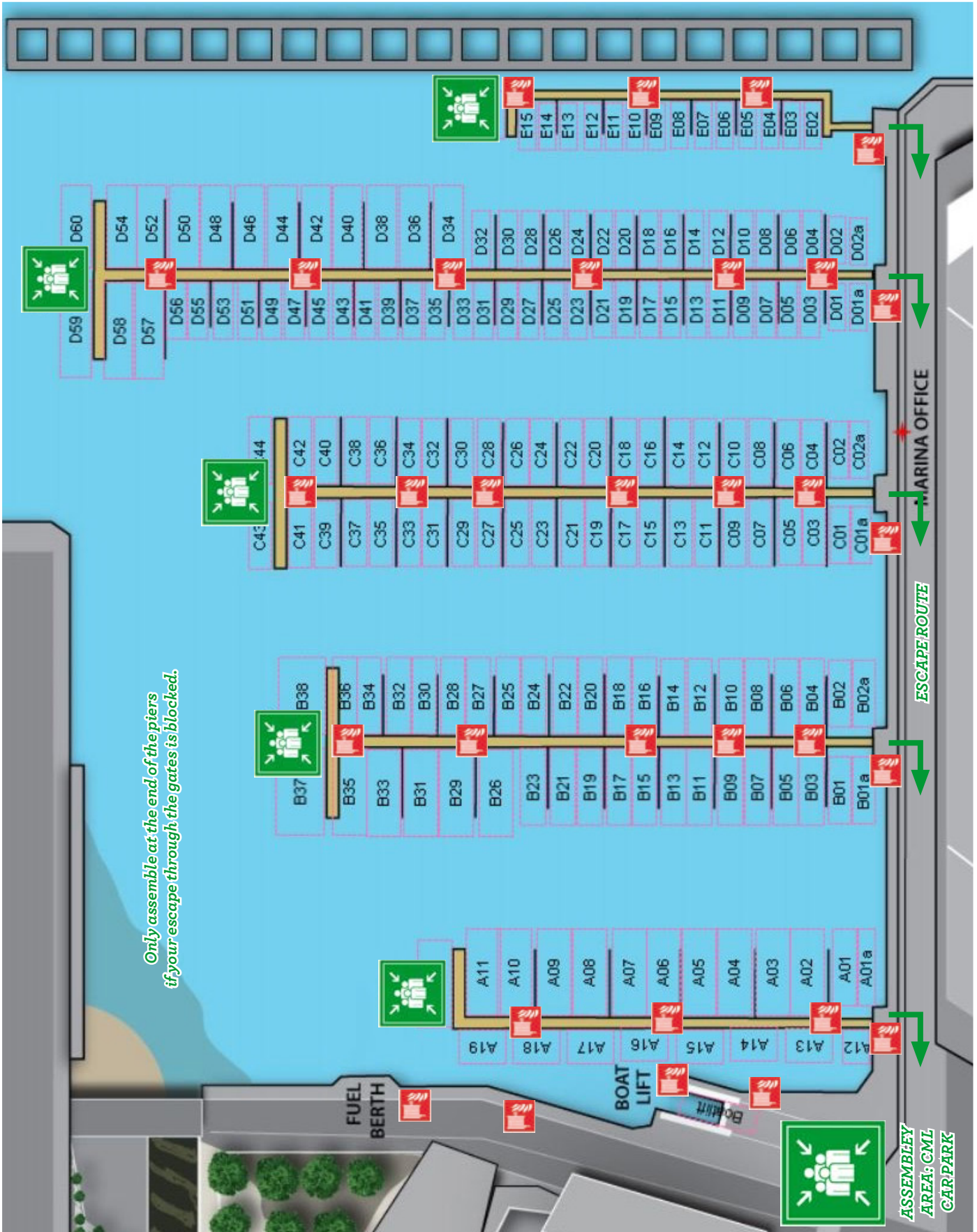
1. Call 111.
2. Ask for the Fire Service.
3. Report a Fire at Chaffers Marina, Clyde Quay Wharf, Wellington Central (NOTE: the 111 operators receiving the call may not be based in Wellington).
4. Call the CML Office, after hours this will divert to the on-call CML staff member.
5. Evacuate guest, visitors and boat owners (NOTE: depending on the fire, people may have moved to the outer ends of the piers).
6. CML staff to isolate electricity at Distribution Board and unlock gates via the CML Security Computer).
7. Shut down the refuelling Berth.
8. Move any vehicles that may impede Emergency Service vehicles/appliances.
9. Move any vessels, only if safe to do so that are threatened by fire.
10. Only attempt to fight the fire if it is safe to do so.

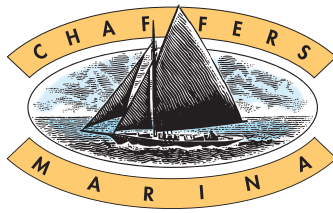
#### ***Training Requirements***

- Chaffers Marina to run bi-monthly training sessions for the Fire Cart for stakeholders.
- CML to liaise annually with NZFS; a familiarisation/exercise should be held on an annual basis.
- A copy of this fire plan is to be provided to all CML Stakeholders.
- CML staff are to be familiar with the fire plan and what actions to take in the event of a fire.



# Chaffers Marina Map





## ***Chaffers Marina Frequently Asked Questions***

### **How dangerous is a boat fire?**

- A boat fire can kill you in less than five minutes and spread rapidly.

### **What will happen in the event of a fire?**

- In a fire, you'll probably be scared, and disorientated, toxic smoke might make it hard to breathe and see clearly.

### **How much time will I have if there is a fire?**

- You will only have 1 or 2 minutes from the sounding of the smoke alarm to when your life is seriously threatened by fire or smoke.

### **What safety measures can I take?**

- Have an escape plan in place, to practice it regularly, and to know how to get to safety quickly. Have a smoke alarm fitted.
- Don't drink and fry or smoke in bed.
- Keep a fire extinguisher and a fire blanket somewhere in your galley, make sure you know how to use them.
- Know who your neighbours are.

**Remember the priorities;**

***LIFE – PROPERTY - ENVIRONMENT***



Te Awa Kairangi /

Makopuna Island

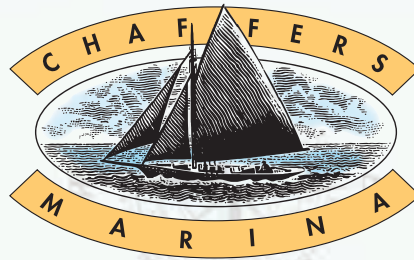
Somes Island (Matiu)



# WELLINGTON HARBOUR (Port Nicholson)

© 2016 Andrew Douglas-Clifford | The Map Kiwi

*SEEM page 44* | Data from Land Information New Zealand



The Chaffers Marina logo features an illustration of the elegant Victorian racing yacht, Rona. The 42-foot cutter was commissioned by Wellingtonian, Alexander Turnbull in 1892.

The yacht was built by Robert Logan to a design specified by G. L. Watson. The completion of Chaffers Marina coincided with the 100th anniversary of the Rona. This elegant kauri, pokutukawa and teak yacht was lovingly restored by Nelson yachting John Palmer and was relaunched in 1990.

The restored racing yacht combines the beauty and tradition of the 19th century with the technology and precision of the 20th century and is a fitting symbol for Chaffers Marina.

## Chaffers Marina

Clyde Quay Wharf, Herd Street, Wellington 6011  
PO Box 27555, Marion Square, Wellington 6141  
Phone 04 382 9300 Web [www.chaffersmarina.co.nz](http://www.chaffersmarina.co.nz)

