

RBYC EMERGENCY PROCEDURES



Updated August 2017



Royal Brighton Yacht Club
253 Esplanade, Middle Brighton
t: 9592 3092 w: www.rbyc.org.au

The Sailors' Club



Contact:

David Sanders – General Manager

253 Esplanade

Middle Brighton VIC 3186

Australia

Tel: (03) 9592 3092 Fax: (03) 9592 9633 Mobile: 0479056811

Email: GM@rbyc.org.au



Royal Brighton Yacht Club
253 Esplanade, Middle Brighton
t: 9592 3092 w: www.rbyc.org.au

The Sailors' Club



Contents

EMERGENCY PERSONNEL AND CONTACT DETAILS.....	4
EMERGENCY MANAGEMENT PLAN.....	5
EMERGENCY IN CLUBHOUSE BUILDINGS REQUIRING EVACUATION.....	6
EMERGENCY IN THE MARINA, HARDSTAND OR CARPARK REQUIRING EVACUATION	9
MEDICAL EMERGENCIES AT RBYC CLUBHOUSE OR ON RBYC HARDSTAND OR MARINA.....	11
FUEL AND CHEMICAL SPILLS	13
APPENDIX A - EMERGENCY SERVICE DIRECTIONS	15
APPENDIX B – PROCEDURES FOR SUSPECTED CARDIAC ARREST	16
APPENDIX C – PROCEDURES FOR SUSPECTED NECK OR BACK INJURY.....	17
APPENDIX D - FIRE PLAN: LOCATION OF EMERGENCY EQUIPMENT AND EMERGENCY ASSEMBLY POINTS	18
APPENDIX E – PHOTOGRAPHS OF EMERGENCY SHUT-OFFS	24



EMERGENCY PERSONNEL AND CONTACT DETAILS

General Manager &	David Sanders	0479 056 811
Chief Fire Warden (Clubhouse)	David Sanders	
Fire Wardens/Safety Officers	Tom Jenkins (marina & hardstand)	0447 285 065
	Brendan Fisher (yard)	0448 588 801
RBYC Maintenance	Brendan Fisher	0448 588 801
First Aiders	Dom Jackson	0410 436 480
	Mandy Read	03 9592 3092
	Sue Hudson	03 9592 3092
	Thupfah (Pai) Ruangrit	0412 581 070
Ambulance/Fire/Police		000
Water Police		03 9399 7500
Poisons Hotline		131 126
Hospital	Sandringham Hospital	193 Bluff Rd Sandringham MEL: 76 F7
State Emergency Services		03 9684 6666
EPA/ Spills		03 9695 2777
Gas and Plumbing	Steve Hyland	0418 393 397
Water/Sewer		
Telstra	Faults	132 99
	Directory Assist	1223
Dial before you dig		1100
Crane Repairs	Angelo	0406 431 283
Electrician	Russell	0412 309 645
	Tim	0414 265 027
Petrol	AMPOL	03 9592 6560



EMERGENCY MANAGEMENT PLAN

This Emergency Plan sets out the emergency management procedures to be followed in the case of an emergencies occurring in or around the Royal Brighton Yacht Club (RBYC) clubhouse and associated buildings, including the Jock Sturrock Centre and buildings along the north boundary of the Club yard, (Clubhouse buildings), and the RBYC Hardstand and Marina.

The Emergency Plan sets out the emergency management procedure, including evacuation procedures and escalation plans in the case of the following types of emergencies affecting RBYC Clubhouse buildings, and/or the RBYC Hardstand and Marina:

- Fire, flood, gas leak, storms (or other natural disasters affecting the RBYC Marina or Hardstand),
- Medical emergencies, and
- Fuel and Chemical Spills.

The Emergency Plan needs to be read in conjunction with the following other procedures:

- RBYC On-Water Safety Plan,
- *RBYC Repairs & Maintenance Induction Manual - Occupational Health & Safety and Environmental Protection Policies & Procedures, 2013*



EMERGENCY IN CLUBHOUSE BUILDINGS REQUIRING EVACUATION

1. This procedure applies to any emergency situation that arises requiring evacuation of the RBYC Clubhouse buildings. Types of emergency include:
 - a. Fire (such electrical, kitchen etc),
 - b. Flood, or
 - c. Gas or Chemical Leak.
2. Any staff member will immediately contact the Club General Manager (Chief Fire Warden), Senior staff member on Duty, or RBYC General Committee Officer of the Day (Sundays only) to tell that person there is an emergency situation and the area affected. The person contacted is to serve as **Officer in Charge**.
3. The Officer in Charge to assess the situation and advise the relevant emergency services (Police, Ambulance, Fire Department) on **000** immediately if they determine there is an emergency situation that cannot be controlled. See **Appendix A** for directions on notifying emergency services.
4. Officer in Charge to make contact with other area-designated Fire Wardens/Safety Officers or safety officers to notify them of the emergency situation, its location and whether evacuation is necessary.
5. The Fire Warden/Safety Officer is to manually open the Boom gates to the car park. If unable to do this immediately, Fire Warden/Safety Officer is to delegate another staff member to open the gates.
6. Attempt to extinguish the fire using the correct fire extinguishers and /or water, or contain the chemical, fuel or gas leak/spillage if safe to do so.
7. If evacuation necessary, Fire Warden/Safety Officer to obtain emergency management pack from known locations in clubhouse and put on hard hat and arm band. Packs will contain:
 - a. Whistle
 - b. Fire Warden/Safety Officer arm band for easy identification
 - c. Fire Warden/Safety Officer Yellow hard hat
 - d. DO NOT ENTER / DANGER signs/tape
 - e. Evacuation plan map
 - f. Notepad and pen
 - g. Copy of procedures
8. Fire Wardens/Safety Officers to instruct all persons to evacuate the main Clubhouse Building and Yard to the public car park adjacent to the Brighton Baths as per **Appendix D**.



9. Fire Wardens/Safety Officers are to check their designated part of the building or yard for occupants, notify them of the need to evacuate and supervise their evacuation from the building or yard.
10. Fire Wardens/Safety Officers should instruct people under their supervision to follow the safest and most direct evacuation route from their respective locations, to the emergency assembly area.
11. Persons evacuating via a stairwell should proceed in single file. They should only take personal belongings such as handbags, briefcases, sailing bags. People should assist others.
12. Do not use the lift during an emergency evacuation.
13. Where there are people with limited mobility present (eg persons with a physical or sensory disability) or people with babies or young children in prams/pushers, they will need to be provided with assistance to evacuate:
 - a. If a person with limited mobility is not at immediate risk, it may be safer for them to remain where they are provided they are accompanied.
 - b. If the person with limited mobility is on the emergency affected floor, they should be accompanied move away from the emergency situation and wait in a safe place for the emergency services.¹
14. Officer in Charge to co-ordinate with Fire Wardens/Safety Officers to carry out check of all areas. After all people have been evacuated, Fire Wardens/Safety Officers are to double-check their designated areas of the building or yard for remaining people. Once they have ensured a room is clear, the Fire Warden/Safety Officer is to stick a DO NOT ENTER sign or mark the doorway with tape.
15. Once a Fire Warden/Safety Officer has checked their designated area they are to report completion to the Officer in Charge and proceed to evacuate to emergency assembly area. Once at the emergency assembly area, the Fire Wardens/Safety Officers are to check to ensure all persons who have been evacuated are present. They should report any missing people to the Officer in Charge.
16. Officer in Charge to account for all visitors and general public.
17. If instructed by the Officer in Charge, attempt to move boats and/or cars from the vicinity of the emergency situation.
18. Officer in Charge reports any missing persons to the Emergency Services Chief(s) who will arrange a search.
19. Only on the advice of the Emergency Services Chief(s), staff and general public should return to building or leave the emergency assembly area.

20. Officer in Charge to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If relevant; Officer in Charge to implement a Clean-up Plan and Strategy to make good.

21. File Incident report.

Refer to **Appendix D** for locations of Fire Extinguishers, Fire Blankets and Hose Reel Locations

REFER TO:

- CLUBHOUSE GROUND FLOOR AND FIRST FLOOR SITE PLANS WHICH INDICATE FIRE HOSE REEL & FIRE EXTINGUISHER LOCATIONS.
- FIRST AID OFFICER LIST.
- SHUT OFF PROCEDURE WATER, POWER, GAS.



Royal Brighton Yacht Club
253 Esplanade, Middle Brighton
t: 9592 3092 w: www.rbyc.org.au

The Sailors' Club



EMERGENCY IN THE MARINA, HARDSTAND OR CARPARK REQUIRING EVACUATION

1. This procedure applies to any emergency situation that arises requiring evacuation of the RBYC Marina or Hardstand. Types of emergency include:
 - a. Fire,
 - b. Flood or Storm Surge, or
 - c. Gas, Fuel or Chemical Leak.
2. The person identifying the emergency situation will immediately contact the Club General Manager (Chief Fire Warden), Senior staff member on Duty, or RBYC General Committee Officer of the Day (Sundays only) to tell that person there is an emergency situation and the area affected. The person contacted is to serve as **Officer in Charge**.
3. The Officer in Charge to assess the situation and advise the relevant emergency services (Police, Ambulance, Fire Department) on **000** immediately if they determine there is an emergency situation that cannot be controlled. See **Appendix A** for directions on notifying emergency services.
4. Officer in Charge to make contact with other area-designated Fire Wardens/Safety Officers or safety officers to notify them of the emergency situation, its location and whether evacuation is necessary.
5. The Fire Warden/Safety Officer is to manually open the gates of the hardstand area and Marina. If unable to do this immediately, Fire Warden is to delegate another staff member to open the gates.
6. If evacuation necessary, Fire Warden/Safety Officer to obtain emergency management pack from known locations and put on hard hat and arm band. Packs will contain:
 - a. Whistle
 - b. Fire Warden/Safety Officer arm band for easy identification
 - c. Fire Warden/Safety Officer Yellow hard hat
 - d. DO NOT ENTER / DANGER signs/tape
 - e. Evacuation plan map
 - f. Notepad and pen
 - g. Copy of procedures
7. If instructed by the Officer in Charge, the Fire Wardens/Safety Officers will evacuate people in the area to designated emergency assembly area on the Hardstand, or the Public Car Park adjacent to the Baths as per **Appendix D**.
8. Attempt to extinguish the fire using the correct fire extinguishers and /or water, or contain the chemical, fuel or gas leak/spillage if safe to do so.



9. Fire Warden/Safety Officer to move through area placing tape on areas that have been checked.
10. Once a Fire Warden/Safety Officer has checked their designated area they are to report completion to the Officer in Charge and proceed to evacuate to emergency assembly area. Once at the emergency assembly area, the Fire Wardens/Safety Officers are to check to ensure all persons who have been evacuated are present. They should report any missing people to the Officer in Charge.
11. Officer in Charge to account for all visitors and general public.
12. If instructed by the Officer in Charge, attempt to move boats and/or cars from the vicinity of the fire.
13. Upon arrival of Emergency Services, the Officer in Charge should brief the Officer(s) in Charge of the Emergency Services organisation(s). Officer in Charge reports any missing persons to the Emergency Services Chief(s) who will arrange a search.
14. Only on the advice of Emergency Services Chief(s), staff and general public should return to building or leave the emergency assembly area.
15. Officer in Charge to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If relevant; Officer in Charge to implement a Clean-up Plan and Strategy to make good.
16. Officer in Charge and CEO or Marina and Yard Manager to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. Officer in Charge, CEO and/or Marina and Yard Manager to implement a Clean-up Plan and Strategy to make good.
17. Advise owners of vessel/s and/or car/s affected.
18. File Incident report.

Refer to **Appendix D** for locations of Fire Extinguishers, Fire Blankets and Hose Reel Locations

REFER TO

- CLUBHOUSE GROUND FLOOR AND MARINA SITE PLAN WHICH INDICATES FIRE EXTINGUISHERS AND FIRE HOSE REELS LOCATIONS
- SHUT OFF PROCEDURE WATER, POWER, GAS

MEDICAL EMERGENCIES AT RBYC CLUBHOUSE OR ON RBYC HARDSTAND OR MARINA

This part of the procedure deals with medical emergencies that may or may not be associated with emergency situations occurring in the RBYC Clubhouse buildings, Hardstand or Marina. Such medical emergencies may include:

- Injuries to people at any of these locations,
- Sudden illnesses (eg cardiac arrest, stroke, anaphylactic shock).

MEDICAL EMERGENCIES OCCURRING IN RBYC CLUBHOUSE BUILDINGS

1. Check it is safe to enter the location of the casualty. If necessary, remove injured person from any ongoing danger.
2. If trained, commence First Aid using DRSABCD procedure and notify Manager on Duty.
3. If not trained in First Aid, notify Manager on Duty and / or First Aid Officer.

MAJOR INJURIES/ILLNESS

4. If injury is major, call **AMBULANCE 000** and notify Manager on Duty (follow **Emergency Service Directions** in **Appendix A**)

Cardiac Arrest / No pulse

If cardiac arrest is suspected or patient does not appear to be breathing, refer to **Appendix B**

Neck or Back Injury

If neck or back injury is suspected, refer to **Appendix C**

5. Identify emergency contact person for the injured person and contact them.
6. File Incident Report

Refer to **Appendix D** for locations of First Aid Kits and AEDs (Defibrillators)

MEDICAL INCIDENTS OCCURRING ON WATER AND TRANSFERRED TO SHORE

1. Refer to the RBYC On-Water Safety Plan.
2. Notify the Race Officer of the incident and its description, the location and suspected severity. Race Officer becomes the Incident Controller until they transfer the role.
3. Check it is safe to render assistance. With the agreement of the Incident Controller remove injured person from any ongoing danger.

4. If appropriate, commence First Aid using DRSABCD procedure where trained and notify Incident Controller.
5. If not trained in First Aid, notify Incident Controller.

MAJOR INJURIES/ILLNESS

6. Rescue boats on water to attend to victim and remove them from vessel.
7. Incident Controller to assess the most efficient way to return the casualty to shore. This may include:
 - Vessel with casualty returning to shore under its own power
 - A first aider to be transferred to the Vessel with casualty
 - The vessel with the casualty to be taken under tow
 - The casualty to be retrieved from the water or vessel by a safety boat
8. If injury/illness is major, Incident Controller to request onshore Manager on Duty to call **AMBULANCE 000** and follow Ambulance protocol in **Appendix A**.

Cardiac Arrest / No pulse

If cardiac arrest is suspected or patient does not appear to be breathing, refer to **Appendix B**

Neck or Back Injury

If neck or back injury is suspected, refer to **Appendix C**

9. Evacuate casualty to Marina Pond adjacent to Northern Crane and arrange movement of Ambulance to hardstand.
10. Manager on Duty to keep Incident Controller informed on the progress of the Ambulance.
11. Person rendering first aid to hand over to ambulance or complete patient treatment as required and if capable to do so
12. File Incident Report

REFER TO

- CLUBHOUSE GROUND FLOOR, FIRST FLOOR AND MARINA SITE PLANS WHICH INDICATES FIRST AID KIT AND DEFIBRILLATOR LOCATIONS.

FUEL AND CHEMICAL SPILLS

Fuel and chemical spills may occur in the Marina or on the Hardstand, or in the RBYC Clubhouse buildings.

1. All spills are to be managed in accordance with the procedure set out in Section 6 of the *RBYC Repairs & Maintenance Induction Manual - Occupational Health & Safety and Environmental Protection Policies & Procedures, 2013*.
2. Contact Chief Fire Warden or Marina Manager.
3. Close or block all drains in the vicinity of the spill
4. Ascertain approximate volume, type and source of spill i.e. diesel, petrol, oil or other.
5. If spill is petrol or similar explosive material, clear area of any unnecessary persons. Under no circumstances allow any person to smoke or start engines of any vessel in the area.
6. Turn off all electrical power to the affected area:
 - For the Marina and Hardstand at the Marina Sub Board located
 - For the RBYC Clubhouse buildings, located

Small Spills (less than one litre)

7. Small oil spills and drips can be dispersed using chemical dispersant, but it is preferable to utilise the oil absorbent cloth or dry-sorb where possible.

Medium Spills (2-5 litres) and Serious Spills (over 5 litres)

8. Ensure FIRE EXTINGUISHERS are close at hand.
9. The spill must be contained by surrounding its perimeter with the OIL SPILL BOOM. If spillage occurs from a vessel, surround the entire hull with the floating boom and deploy oil absorbent pads and dry-sorb onto the slick.
10. If spillage is within a berth area contain the spill with the OIL SPILL BOOM, plug any gaps between the concrete casements with absorbent cloth and deploy oil absorbent pads and dry-sorb onto the slick.
11. Isolate the source of the oil/fuel leak. If fuel is leaking from a boat bilge turn off bilge pump, isolate batteries, open all hatches for venting fumes.
12. Contact boat owner to stop further spillage if possible i.e. turn off bilge pump, advise of the problem and what action has been taken.
13. In case of EXTREMELY HEAVY SPILLS e.g. several hundred litres and if resources are insufficient to contain the spill, and if it threatens public health, property or the environment, the Manager to contact specialist contractor or the Fire Brigade.

14. The General Manager will make all decisions regarding notification of the appropriate authorities in the event of a large spill.
15. Monitor until situation is resolved.
16. If urgent advice is required on cleaning up after an incident or on the disposal of any resulting waste materials, the Environmental Protection Authority should be contacted.
17. Dispose of contaminated materials in appropriate receptacles.
18. Marina Manager to ascertain the extent of the damage.
19. File Incident report.
20. If the decision is made to notify, a full and detailed environmental incident report must be completed by the General Manager or Marine Manager within 24 hours.

Spill Kits

Spills kits are located on the hardstand and within the maintenance area ashore. Refer to **Appendix D** for specific locations of Spill Kits.

Spill Kit Contents

- Square pads – Will absorb the oil
- Cotton Booms – To contain the oil
- Low Lint Wipes – Clean Up
- Kleen Sweep – For Spills on land.
- Bags, Gloves and Instructions

REFER TO:

- CLUBHOUSE GROUND FLOOR, FIRST FLOOR AND MARINA SITE PLANS WHICH INDICATES: EMERGENCY STOP BUTTON, FIRE EXTINGUISHERS, FIRE HOSE REELS, FIRST AID KITS

APPENDIX A - EMERGENCY SERVICE DIRECTIONS

Call any ambulance/fire/police that need to travel to the **hardstand / marina** in the following manner:

“Ambulance/fire/police is required at Royal Brighton Yacht Club, located at 253 Esplanade, Brighton opposite Grosvenor Street. The vehicles need to enter via the Brighton Sea Baths car park and travel along the Pier to the marina. Our staff or a volunteer will be in the street to flag down and escort the vehicles to the marina with a key to drop the bollard which prevents vehicles from accessing the Pier”

Note: The ambulance system does not recognise the green plaque number on the pier (BAY 813) which is rarely used as general locator for water police etc.

Call any ambulances that need to travel to the **clubhouse or yard** in the following manner:

“Ambulance/fire/police is required at Royal Brighton Yacht Club, located at 253 Esplanade, Brighton opposite Grosvenor Street. Our staff or a volunteer will be in the street to flag down and escort the vehicle to the closest location”

Note: For emergency services to the Club we are simply to use 253 Esplanade, Brighton but again it helps to have someone flag the ambulance down from outside given multiple access points, ie via catering entrance to the front door, or via Club entrance to rear whichever is the better.



APPENDIX B – PROCEDURES FOR SUSPECTED CARDIAC ARREST

1. Check to determine whether person is breathing. If yes, then you know that they have a pulse. If the person is not breathing, check the airway is clear then begin CPR.
2. First aid officer or person who identifies the person as having collapsed to quickly to retrieve the Automated External Defibrillator (AED)
 - a. **LOCATED:** RBYC Clubhouse - Ground Floor next to disabled bathroom on left hand side of staircase
 - b. **LOCATED:** RBYC Hardstand - ????? NOT YET
3. If there is any delay in getting the AED, perform CPR if trained to do so until the AED is available
4. Follow the printed instructions with the AED
5. Follow the visual and voice prompts of the AED



APPENDIX C – PROCEDURES FOR SUSPECTED NECK OR BACK INJURY

Spinal injury



+ first aid

In a medical emergency,
call Triple Zero (000) for
an ambulance.

Warning

Take extreme care at all times to maintain alignment of the head, neck and spine.

If the patient is unconscious as a result of a head injury, always suspect a spinal injury.

Signs & symptoms

- pain at or below site of injury
- loss of sensation, or abnormal sensation such as tingling in hands or feet
- loss of movement or impaired movement below site of injury.

What to do

Unconscious patient

1. Follow DRSABCD.
2. Place unconscious patient in recovery position supporting neck and spine in a neutral position at all times to prevent twisting or bending movements.
3. Maintain a clear and open airway.
4. If ambulance is delayed, apply a cervical collar (only if trained to do so), to minimise neck movement.
5. Ensure an ambulance has been called.

Conscious patient

1. Follow DRSABCD.
2. Calm the patient and loosen tight clothing.
3. Do not move the patient unless in danger.
4. Support head, neck and spine in a neutral position at all times to prevent twisting or bending movements.
5. If ambulance is delayed, apply a cervical collar (only if trained to do so), to minimise neck movement.
6. Ensure an ambulance has been called.

© St John Ambulance Australia. All rights reserved. This information is not a substitute for first aid training. It is for information only and should not be used as a substitute for professional medical advice. All rights reserved. St John Ambulance Australia is not responsible for any loss or damage to property or individuals. This information is not a substitute for first aid training. It is for information only and should not be used as a substitute for professional medical advice.

SAVE A LIFE – BE FIRST AID READY
WWW.STJOHN.ORG.AU 1300 360 455



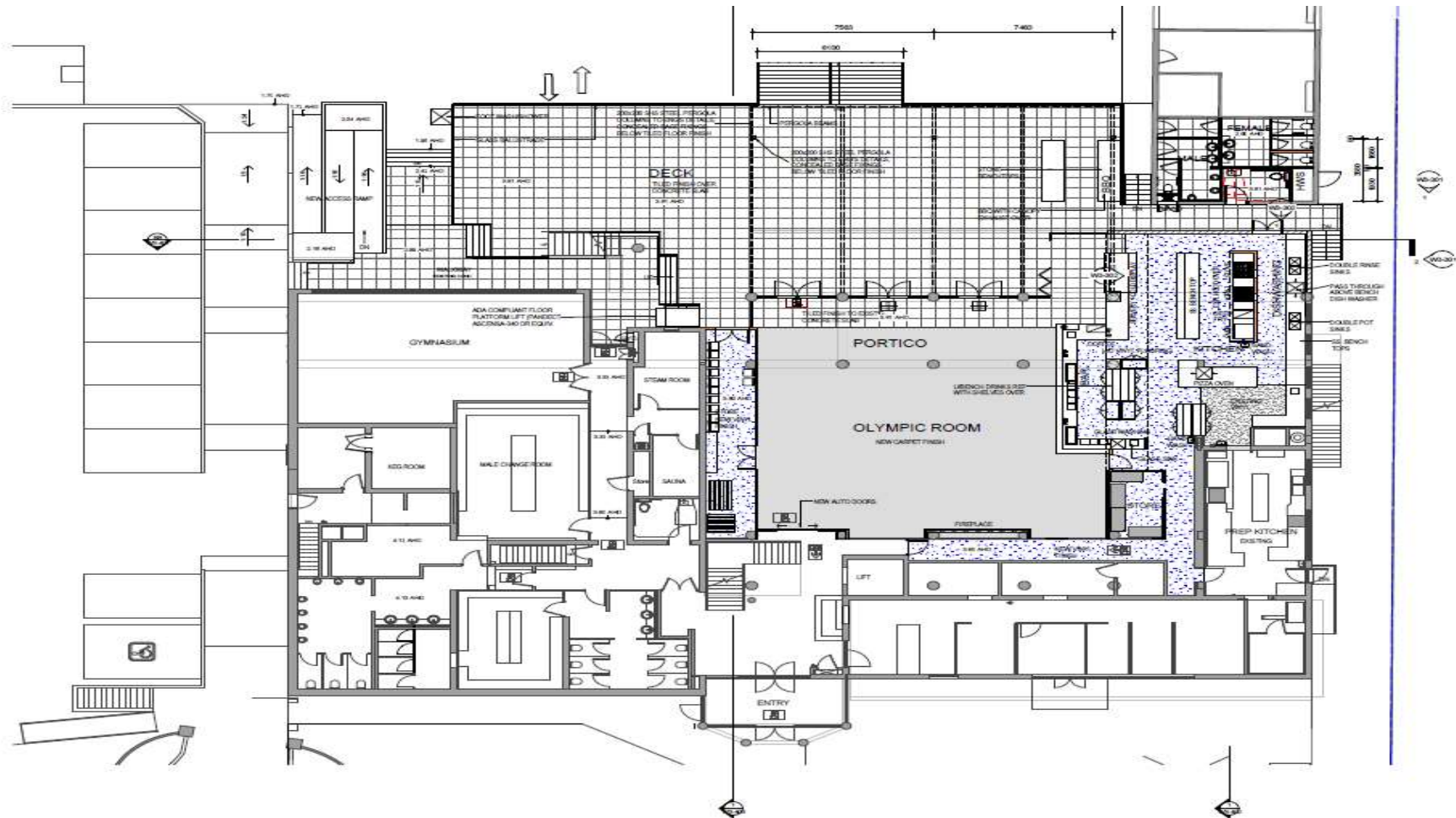
Royal Brighton Yacht Club
253 Esplanade, Middle Brighton
t: 9592 3092 w: www.rbyc.org.au

The Sailors' Club



Come Sailing

APPENDIX D - FIRE PLAN: LOCATION OF EMERGENCY EQUIPMENT AND EMERGENCY ASSEMBLY POINTS



GROUND FLOOR PLAN – RBYC CLUBHOUSE



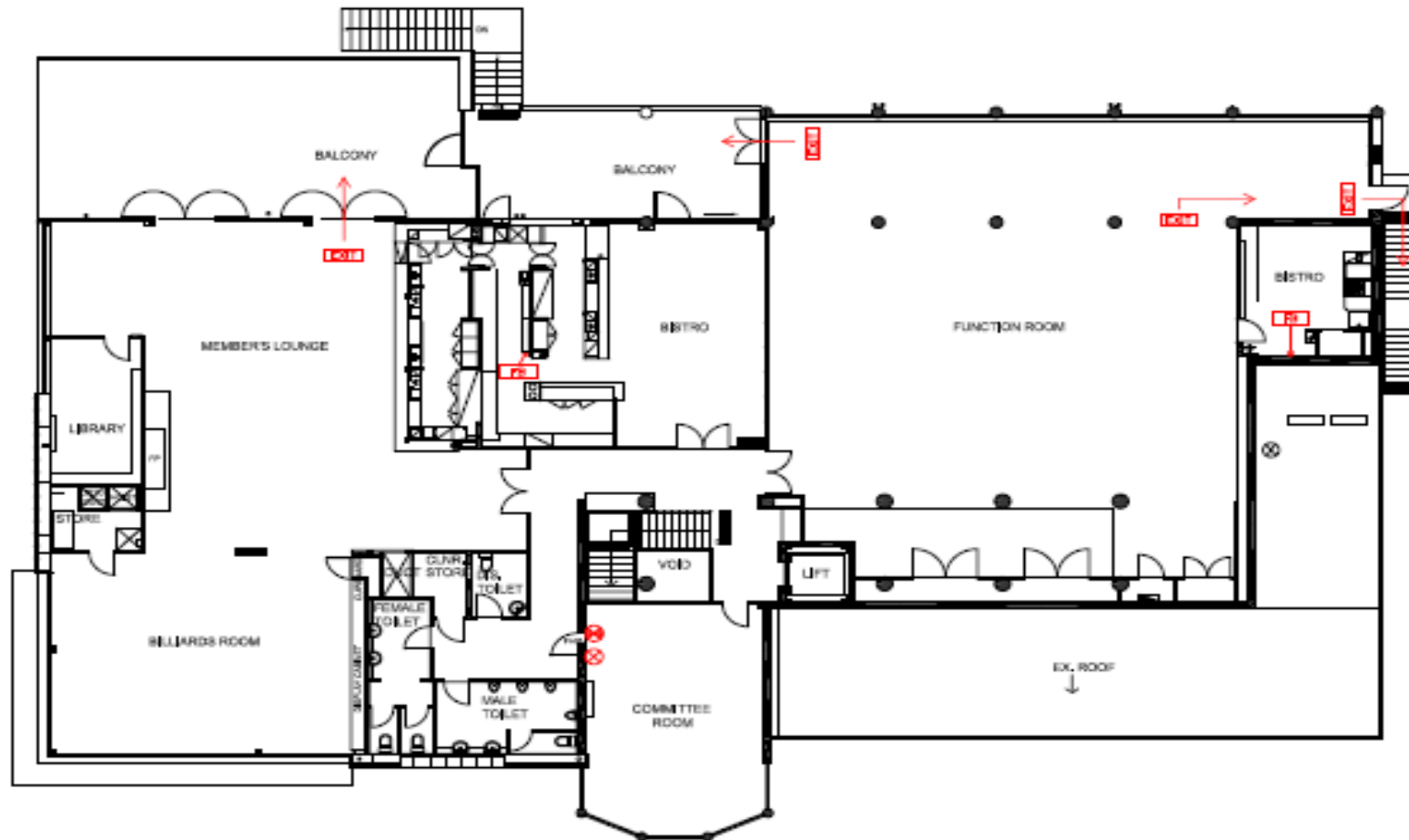
Royal Brighton Yacht Club

253 Esplanade, Middle Brighton
t: 9592 3082 w: www.rbyc.org.au

The Sailors' Club



FIRST FLOOR PLAN – RBYC CLUBHOUSE

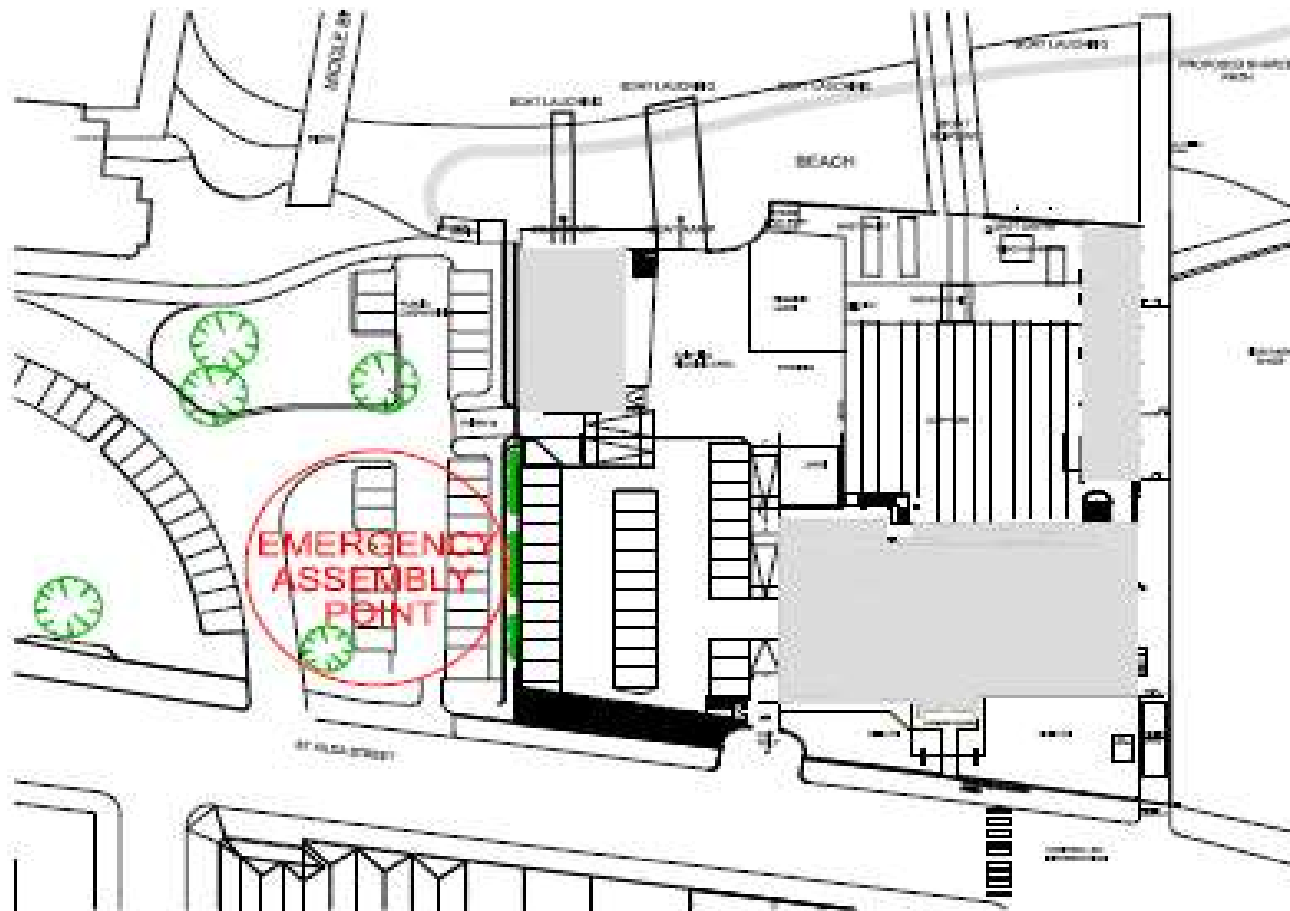


Royal Brighton Yacht Club
253 Esplanade, Middle Brighton
t: 9592 3082 w: www.rbyc.org.au

The Sailors' Club



EMERGENCY EVACUATION ASSEMBLY POINT- RBYC CLUBHOUSE



EMERGENCY ASSEMBLY DIAGRAM



Royal Brighton Yacht Club
253 Esplanade, Middle Brighton
t: 9592 3082 w: www.rbyc.org.au

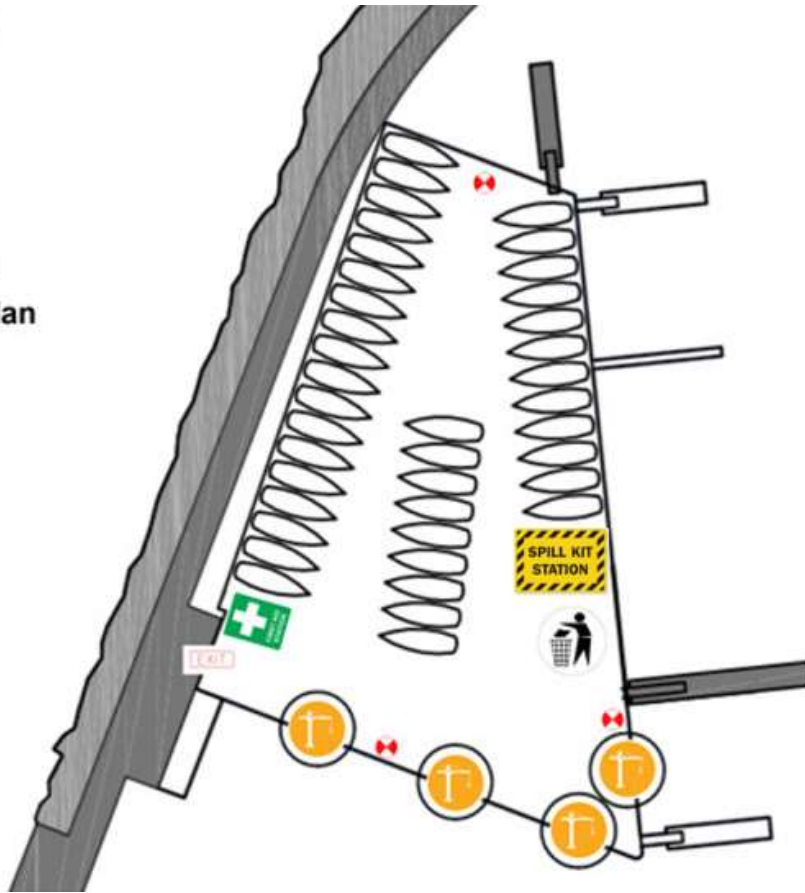
The Sailors' Club



RBYC HARDSTAND

LEGEND	
	FIRE HOSE REEL
	FIRE HYDRANT
	FIRE EXTINGUISHER
	FIRE BLANKET
	EXIT SIGN

Hardstand Plan



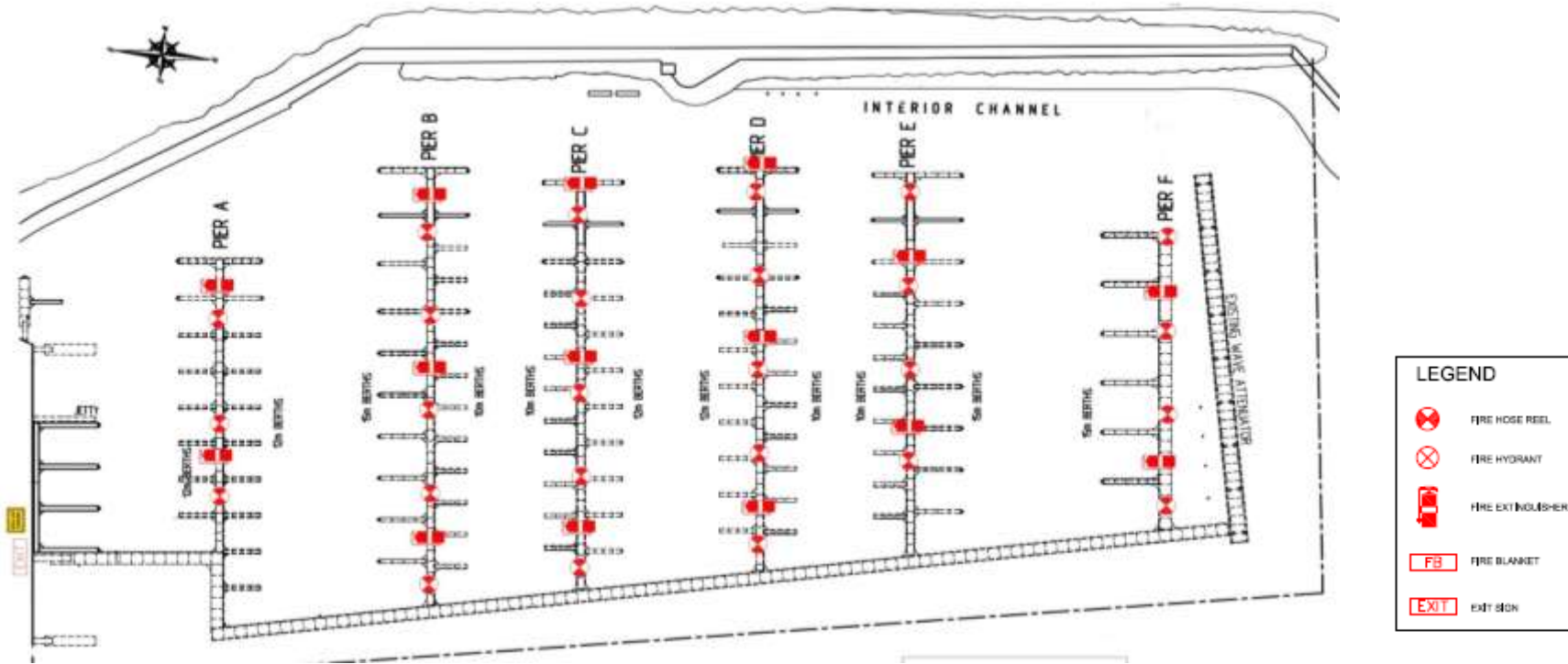
Royal Brighton Yacht Club
253 Esplanade, Middle Brighton
t: 9592 3082 w: www.rbyc.org.au

The Sailors' Club



Come Sailing

RBYC MARINA



LEGEND

-  FIRE HOSE REEL
-  FIRE HYDRANT
-  FIRE EXTINGUISHER
-  FIRE BLANKET
-  EXIT SIGN

APPENDIX E – PHOTOGRAPHS OF EMERGENCY SHUT-OFFS

Electrical Shut-Off – RBYC Hardstand and Marina





Electrical Shut-Off – Brighton Pier



Gas Shut-Off – RBYC Clubhouse buildings



RBYC Spill kits- Hardstand



Royal Brighton Yacht Club
253 Esplanade, Middle Brighton
t: 9592 3092 w: www.rbyc.org.au

The Sailors' Club



First Aid Shed and Shed Lock – RBYC Hardstand



RBYC Hardstand and Marina water shut-off

