EMERGENCY MANAGEMENT PLAN

Document Version Control

Version #	Modified By	Modification Detail	Release Date
1.0	Peter Kirman	Rewrite of Club's overall EMP. Accepted by Board 27 August 2018.	28/8/18
2.0	Peter Kirman	Update of staff contact details and change to response guidelines re when to call 000 for on-water incidents	25/6/19
3.0	Peter Kirman	Update of staff contact details and COVIDSafe Plan reference	02/11/2020
4.0	Drew Malcolm	Update of staff contact details, on-water details	04/01/2023
5.0	Drew Malcolm	Update GM details	08/08/2023

Document Distribution Listing

Location	Detail	Version #
Main Office	White folder near First Aid cabinet	5.0
Main Office	White folder at Reception desk available for perusal by members	5.0
Marina Office	White folder	5.0
Members Bar	White folder in back office area	5.0
Sailing Office	White folder on bench	5.0
Kitchen	White folder in back office	5.0

INDEX

Attachments

1. Document and Club Information

This document outlines the procedures and actions required in the event of emergencies and or incidents occurring at the Royal Geelong Yacht Club.

Sections 1,2 & 3 contain information relevant across all of the Club's operational areas and events. Section 4 contains the Emergency Response Guidelines for each specific emergency situation.

1.1   Key Contacts: Club and Emergency Services

RGYC Club Key Contacts

Name	Normal Club Activity Role	Club Emergency Role	Contact #
Steve Harper	General Manager	Chief Warden	**0423 886 960**
Paul Walters	Marina Manager	Warden	**0418 524 867**
Drew Malcolm	Sailing & Boating Manager	Warden	**0439 275 294**
Roger Bennett	Club Commodore	Club Commodore	**0417 124 186**
Reception		Relay messages as required & Open East Gate via Member's Bar	**03 5229 3705**

NB: During some events, additional personnel may be involved. Refer to the specific event documentation

Emergency Services Contacts

Service	Detail	Contact #
Police, Water Police, Fire, Ambulance		**000**
State Emergency Services		**132 500**
Coast Guard Geelong		**03 5278 8440**
National Security Hotline		**1800 123 400**
EPA (Fuel/Chemical Spills)	Refer to Club management prior to calling	**1300 372 842**
Electricity	Energy Australia	**1300 362 466**
Gas	Energy Australia	**1300 362 466**
Water	Barwon Water	**1300 656 007**
Club Electrician	TBC	**TBC**
Club Plumber	Gerry O'Brien	**0418 522 655**

1.2   Club Information

RGYC Emergency Management and Safety Manual V5.0
Adopted 31.07.2023

The Club is comprised of the following operational areas and features. Some of these will have discrete processes and procedures applicable to emergency situations in those areas, eg: spill kits in Marina Yard, deflation of entry archway during Festival of Sails. These will be available separately as required.

Area/Activity	Outline	Special Consideration
Club House (Public access areas)	- Public & member access areas - Includes Members Bar, café, terrace, café deck, offices	Can also have members of the public who may be unfamiliar with the site
Club House Functions (Non-Members)	- Managed by 3rd party/non-member personnel	As above. Short duration (4-5 hrs) functions with possibility of intoxicated patrons unfamiliar with site
Kitchen & Bar back of house	- Contracted personnel (PG & RKG)	Induction process required as part of contractor guidelines
Yard	- Boat storage - Boat works area - Includes staff & contactors	Boats on trailers and cradles using cranes & launching ramps. Can involve many young kids.
Slipway	- Changed and specific procedures during events	Special process for pedestrian access whilst in operation
Marina	- Changed and specific procedures during events - Casual visitor berthing	Access restrictions and special emergency equipment (fire pump, fire hoses, life rings, ladders)
Racing & Club Sanctioned Events	- Alpha (keelboat racing) - Bravo (OTB racing) - Regattas & Nav Rallies etc	On water, racing is well supported by rescue boats. Shore side, ped/vehicle mix and crane usage are important.
Boating	- Non racing & cruising - Powerboats	Statutory safety guidelines and rescue options to apply.

1.3 Club Location

Address: 25 Eastern Beach Rd, Geelong, Vic, 3220

Melways: Map 452 D3

Google Maps link: Click Here

Lat & Long: 38° 8' 42.9612" S, 144° 21' 58.3992" E
                -38.145267°, 144.36639°

1.4 Club Control Points and Key Features

The significant control and access points in and around the Club are identified below.

Emergency Control Points and Key Features

Floating Marina Arm

Stony Pier Lane

Club House

Fairnie Park

Marina Access

Eastern Beach

Vehicle Gate

Ritchie Bvd

Building Demolished

2. Emergency Management

2.1   Emergency Control Organisation (ECO)

The ECO is in place to provide guidance to management, staff, contractors, Members, Club patrons and volunteers to enable them to quickly and decisively respond to an actual or potential emergency which could threaten the safety of persons or property on site at the Club or on water.

The ECO is responsible for;
- implementing emergency procedures as prescribed in the Emergency Management Plan
- ensuring that all personnel within their area of responsibility are trained for their roles in an emergency
- reporting any matters likely to affect the viability of the Emergency Management Plan
- checking on the effectiveness of emergency systems, processes and equipment

The ECO is comprised of;
- Steve Harper, General Manager
- Paul Waters, Marina Manager
- Drew Malcolm, Sailing & Boating Manager
- Wardens - can be added to the ECO as required

2.2   Roles and Responsibilities – Emergency Situation

Chief Warden

- Manage the situation from an appropriate control point, if safe to do so
- Ensure that all patrons and non-essential employees are evacuated from the danger area
- Pass control of the situation to the appropriate emergency services as they become available
- Assist the emergency services as requested
- Notify other appropriate event management personnel
- Record the incident details

> **AT ANY TIME DURING AN EMERGENCY, THE SITE MANAGER MAY DELEGATE TASKS TO OTHER ECO MEMBERS**

Wardens

The primary responsibility of the Warden is to ensure, as far as is practicable, the safety of patrons and other employees and if necessary to facilitate their orderly evacuation to a safe area.

> **IT IS NOT THE RESPONSIBILITY OF AN WARDEN TO ACTIVELY COMBAT EMERGENCIES**

2.3   Roles and Responsibilities - Non-Emergency Situations

Chief Warden

The Chief Warden is responsible for:
- Administration of the Emergency Management Plan
- Chairing Emergency Planning Committee meetings
- Regularly review and update the Emergency Management Plan (if and when necessary) in conjunction with Wardens
- Coordination of training exercises and specific hands-on training for staff
- Recording details of all staff, visitors and contractors on site
- Debriefing sessions following major events at the Club

Wardens

Within their respective locations, Wardens will ensure:
- That they are familiar with the Club environs and all areas used by patrons, employees and contractors
- That they are familiar with the location of all first aid and other emergency equipment
- That new employees are thoroughly briefed on emergency procedures as part of their induction process
- That they supervise and oversee the contractors working within their area of responsibility
- That they represent their organisations at briefings and debriefings
- Wardens will take the appropriate actions to ensure:
  - Good housekeeping within their areas of control
  - Hazardous materials are stored and used correctly
  - Equipment does not impede access
  - Pathways are free from obstruction
  - Fire extinguishers, safety signs and safety equipment are serviceable at all times
  - Hydrants and hose reels are not obstructed
  - Access to and egress from emergency equipment is not obstructed
- All irregularities are reported using the Incident Reporting process

2.4   Prevention and Control Strategies

The following responsibilities have been allocated to prevent and/or control emergencies situations:

Area of Responsibility	Person(s)
Emergency Management Plan	Club management and Club Board
Emergency Controls & Operations	Club General Manager
Risk Management	Club management
Incident Reporting	All staff, contactors, members & visitors
Incident Corrective Actions sign off	Club General Manager
Site Inspections	Specific area managers
Fire Tanker/Rapid Response Vehicles	Geelong CFA
First Aid Stations	Contracted services as required
Police Patrols	Victoria Police
Workplace Safety Inspections	Worksafe Victoria
Security (including RSA Officers)	Contracted services as required
On-Water rescue and support management	Victoria Water Police

2.5 Media Management

In the event of an emergency situation, all media enquiries are to be directed to;

- General Manager, Steve Harper 0423 886 960
- RGYC Commodore, Roger Bennett 0417 124 186
- Specific event key personnel eg: FOS Chairman, WBF Chairman
- Event Specific Media/Communications Officer

> **UNDER NO CIRCUMSTANCES SHOULD ANY OTHER PERSON OR ORGANISATION SPEAK TO THE MEDIA REGARDING AN EMERGENCY**

2.6 Public Address (PA) Systems

PA systems capable of broadcasting messages within the Club are located in the Clubhouse and the OTB Club rooms. The PA systems can be used by RGYC staff and several key volunteers.

2.7 Site Evacuation

Chief Warden in consultation with the Emergency Services will declare an evacuation of one or more Club or event sites. An Warden may declare the evacuation from the danger area prior to notifying the Chief Warden.

The controlling person will be the one of the ECO or an appointed Warden. Marshals will be sourced from Club staff, members or contractors. Visitors to the Club may be used as Marshals if they confirm that they are willing and able to take on that role.

The RGYC area has two Evacuation Assembly Areas, identified in the diagram below.

Royal Geelong Yacht Club – Evacuation Assembly Areas

Evacuation Assembly Point # 1
Eastern Beach (western end)

Evacuation Assembly Point # 2
Fairnie Park (lawn area)

Important considerations for site evacuations;

- The controlling Warden will place marshals at exit points where safe to do so
- The Warden will ensure that any impediments to pedestrian and vehicle flow are removed
- The Wardens will be in contact with each other and Chief Warden to manage a complete evacuation
- Marshals will wear appropriate PPE, especially hi-vis vests, and make themselves visible to any emergency services vehicle(s) coming onto the site. Hi-vis vests are available from the main office and marina office.
- The relevant Emergency Response Guideline should be followed, particularly with respect to contact to emergency services (calling 000)

For Marina only incidents: The evacuation gathering point is the yard side of the main marina access gate. The Marina emergency fittings and evacuation plan is included as Attachment 6.

2.8 Emergency Vehicle Access

To assist, control & monitor the ingress and egress of emergency services vehicle(s), the controlling Warden will be the one of the ECO. The marshals will be from the relevant Wardens team. The plan of the access routes is;

Emergency Access Routes

West Access:
Via Stony Pier Lane

Best for access to:
- Clubhouse
- The Yot Cafe
- Visitor Pontoon
- Clubhouse Lawn
- Stony Pier
- Fishermans Basin

East Access:
Via Ritchie Blvd

Best for access to:
- Marina
- Yard & Slipway
- Member's Bar
- Cafe
- OTB Ramp
- Sailability

Important considerations for emergency vehicle access to the site are;

- ECO member to determine the most suitable access route

- Marshals must be positioned to clearly direct emergency services vehicles to the relevant access route and follow the instructions of the ECO

- All impediments to access for the vehicles must be managed – removed or alternate route clearly identified. The management of event specific impediments (eg: inflatable entry archway) will be addressed in the EMP relevant to each event.

All emergency vehicles have absolute right-of-way on all roads leading into and inside the Club precinct. They will be advised of the exact location of the incident and the most appropriate means of access.

2.9   On-Water Incident Management

There are several possible scenarios relating to on-water incidents. With all scenarios, the relevant Emergency Response Guideline (refer Section 4) will apply. Specific special considerations relating to the following scenarios are;

   A. **Club sanctioned event or regatta with radio room manned**: radio room operator will coordinate the initial incident management actions in line with Emergency Response Guidelines
   B. **Club sanctioned event or regatta with radio room not manned**: Relevant Race Officer or boat skipper will coordinate the initial incident management actions in line with Emergency Response Guidelines
   C. **Non Club boating (member or general public):** If a phone call is received by the Club from someone in trouble on-water, either advise person to ring 000 or take all relevant details and then call 000.

For the Festival of Sails, an event specific On-Water Emergency Management Plan is available for the boat crews on each course. The content outline of this plan is attached as Attachment 5.

NB: If and when Victorian Water Police are involved in any on-water incident, they will have absolute discretion with regards to the management and coordination of the emergency response

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On-water Incident and emergencies reported may include, but not limited to;

❖ **Severe Incident – immediate action to call 000 then contact ECO**

   ➢ Man overboard (MOB) for greater than 10 minutes.
   ➢ Potential loss of life
   ➢ Mayday call
   ➢ EPIRB activation

❖ **Moderate Incident – immediate action to call 000 then contact ECO**

   ➢ Damage to vessel (may include collision, fire, rigging down, broken rudder etc)
   ➢ Sinking vessel
   ➢ MOB if retrieval not immediate or not readily possible
   ➢ Serious injury
   ➢ Potential weather deterioration
   ➢ Potential for incident to become a Severe Incident

❖ **Minor Incident –ECO to monitor situation and call 000 if required**

   ➢ Crew injury
   ➢ Pan-Pan call

Refer also to the individual Emergency Response Guidelines in Section 4 of this Plan.

Importantly, any on-water racing is subject to the RRS and in particular Rule 3: Decision to Race:

"The responsibility for a boat's decision to participate in a race or to continue racing is hers alone."

2.10   On-Water Emergency Evacuation Locations

The Primary Evacuation Location for Ambulances or other emergency services to meet vessels with injured people is the Royal Geelong Yacht Club, accessed via Ritchie Blvd as outlined in section 2.8.

Alternate evacuation points with public access to piers and jetties are located at:

Wangim Walk Wave Attenuator
38°8.524'S 144°21.969'E

Eastern Beach Boat Ramp at Limeburners Point
38°8.597'S 144°23.106'E

St Helens Boat Ramp
38°07.197'S, 144°21.566'E
Emergency Marker 60B

2.11   Incident Reporting

The Club's incident reporting and investigation procedures are applicable at all times within the Club, including during major events. Incident report forms and user guide are available from the main office, the

Marina Office and the Radio Room/Regatta Office during major events (eg Festival of Sails, World Championships etc). The incident report forms and user guides are attached to this document as;

- Attachment 1: Incident Report Form
- Attachment 2: Incident Investigation Form
- Attachment 3: Incident Register
- Attachment 4: Incident Reporting Process User Guide

All incidents, including hazards, occurring during the Event are to be reported.

3. Risk Assessment

3.1   Risk Assessment Methodology

The process used in the document is used by the City of Greater Geelong and offered in its event planning guides. This methodology has also been accepted by various emergency services. A summary of this process and explanations is included below.

The risk ranking matrix.

LIKELIHOOD	RISK RANKING MATRIX				
HIGH	5	10	15	20	25
SIGNIFICANT	4	8	12	16	20
MODERATE	3	6	6	12	15
LOW	2	4	6	8	10
NEGLIGIBLE	1	2	3	4	5
CONSEQUENCE	NEGLIGIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC

CONSEQUENCE DEFINITIONS	
Catastrophic	• Multiple or single death • Costs from incident to be over $5 million • International and national media coverage
Major	• Serious health impacts on multiple or single persons or permanent disability • Costs from incident to be between $2.5 and $5 million • National media coverage
Moderate	• More than 10 days rehabilitation required for injured persons • Costs from incident to be between $200,000 and $2.5 million • Local media and community coverage
Low	• Injury to person resulting in lost time and claims • Costs from incident to be between $50,000 and $200,000 • Minor isolated concerns raised by stakeholders, customers
Negligible	• Persons requiring first aid • Costs from incident to be up to $50,000 • Minimum impact to reputation

LIKELIHOOD DEFINITIONS	
A **high** likelihood	• It is expected to occur in most circumstances • There is a strong likelihood of the hazards reoccurring
A **significan**t likelihood	• Similar hazards have been recorded on a regular basis • Considered that it is likely that the hazard could occur
A **moderate** likelihood	• Incidents or hazards have occurred infrequently in the past
A **low** likelihood	• Very few known incidents of occurrence • Has not occurred yet, but it could occur sometime
A **negligible** likelihood	• No known or recorded incidents of occurrence • Remote chance, may only occur in exceptional circumstance

How to control hazards.

By determining the consequences and likelihood of risks occurring you can now, aim to eliminate, minimise and control the hazards.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

HEIRACHY OF CONTROLS	
ELIMINATION **Eliminate the hazard**	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. *If this is not practical, then substitute.*
SUBSTITUTION **Substitute the process**	Use a less hazardous process— use a less-noisy machine for the task, or introduce a less-noisy work process. *If this is not practical, then engineer.*
ENGINEERING **Change the equipment**	Introduce enclosures and barriers around or between the hazard. Improve maintenance procedures. *If this is not practical, then isolate.*
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. *If this is not practical, then administer.*
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. *If this is not practical, then PPE.*
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

3.2 Emergencies Scenarios and Risk Assessment Evaluation

The Risk Assessment Evaluation for the possible scenarios applicable to the Club are detailed below. These scores are allocated in terms of the methodology outlined above.

Emergency Event/Situation	Likelihood	Consequence	Score	Section
Crew Injured or Medical Situation	3	5	15	4.1
Man Overboard (MOB)	3	5	15	4.2
Boat Capsize and or Sinking	3	5	15	4.3
Boat Collision	3	5	15	4.4
Active Shooter	2	5	10	4.11
Aircraft Crash	1	5	5	4.23
Armed or Dangerous Intruder	2	5	10	4.5
Bomb Threat or Hoax	2	5	10	4.6
Civil Disturbance	3	3	9	4.13
Drowning	2	5	10	4.7
Electrical Failure	3	3	9	4.14
Explosion Response	2	5	10	4.8
External Emergency	2	4	8	4.17
Extreme Heat Management Plan (Major Events Only)	3	1	3	4.26
Fire: Club Buildings, Marina & Yard	3	3	9	4.15
Fireworks Display Mishap	2	4	8	4.18
Flood	1	5	5	4.24
Inclement Weather & Wind Management	1	4	4	4.25
Hazardous Material or Exposed Substance	2	3	6	4.20
Hostile Vehicle	2	5	10	4.12
Man Overboard in Marina	3	1	3	4.27
Medical Emergency	3	3	9	4.16
Missing and or Lost Person	2	3	6	4.21
On-Site Vehicle Accident	2	5	10	4.9
Person Entrapment	2	4	8	4.19
Suspicious Items	2	3	6	4.22
Terrorism Activity or Suspicion	2	5	10	4.10

3.3 Risk Assessment Controls and Responsibilities

Hazards	Risk Score	Controls / Actions	Responsibility
Crew Injured or Medical Situation	15	PPE and compliance with all statutory requirements relating to safe operation of a marine vessel. Club to make decision daily regarding the weather conditions and the ability to conduct the race safely	Skipper, Radio Room, ECO
Man Overboard	15	PPE and procedures: All competing yachts must have MOB procedures and crew should be trained in MOB retrieval	Skipper
Boat Capsize or Sinking	15	Procedural: Club to evaluate weather conditions to determine if racing can continue safely. Individual skippers to ensure that vessel is sea worthy and in good working order.	RO & Skipper
Boat Collision	15	Procedural: Club to evaluate weather conditions to determine if racing can continue safely. Individual skippers to ensure that they comply with the ISAF rules of racing to minimise the risk of collision.	RO & Skipper
Armed or Dangerous Intruder	10	Procedural: All Wardens to remain vigilant to identify persons on site who may be armed or dangerous.	Wardens, ECO
Bomb Threat or Hoax	10	Procedural: All Wardens to remain vigilant to identify persons on site who may be armed or dangerous and to identify suspicious items	Wardens, ECO
Drowning	10	Engineering, Isolation, Procedural and PPE: all areas where the general public or unauthorised persons may be in areas close to water are to be identified and addressed with suitable barricading and or signage. All persons who will be in areas with potential water hazards must be suited to that task and be instructed & trained to use appropriate PPE.	RO, ECO
Explosion	10	Procedural: All Wardens to remain vigilant to identify potentially dangerous situations. If explosion has occurred, emergency response process to be followed.	Wardens, ECO
On site Vehicle Accident	10	Procedural & Isolation: All staff, contractors and volunteers who may be on site in a vehicle to be made aware of all vehicular restrictions and changed pedestrian access. Signage and barricading to be installed where required.	ECO
Terrorism Activity or Suspicion	10	Procedural: All Wardens to remain vigilant to identify persons on site who may be armed or dangerous and to identify suspicious items	Wardens, ECO
Active Shooter	10	Procedural: All Wardens to remain vigilant to identify persons on site who may be armed or dangerous.	Wardens, ECO
Hostile Vehicle	10	Engineering: Danger period is Australia Day evening prior to & during the fireworks display. Water filled barricades to be deployed in key north/south orientated streets leading to the waterfront precinct. Elimination: Local police intel on possible offenders and taking appropriate steps before the event.	Vic Police, City of Greater Geelong, Event Emergency Teams
Civil Disturbance	9	Procedural: All Wardens to remain vigilant to identify persons on site who may be armed or dangerous.	Wardens, ECO
Electrical Failure	9	Engineering & Procedural: only appropriately qualified electricians to be allowed on site to install any electrical	Wardens, ECO

		services. All site holders trading during the event are to have all appliances appropriately tested and tagged	
Fire: Club Buildings, Marina & Yard	9	Engineering & Procedural: All hazardous materials are to be appropriately stored and contained. If not essential for the day to day operations they will not be permitted on site. All relevant MSDS are to be up to date.	ECO, Wardens
Medical Emergency	9	Procedural: Ensure that all work areas and activities are compliant with all regulations and safe operating guidelines. Ensure communication processes are in place to ensure prompt communication to emergency services	ECO, Wardens
External Emergency	8	Procedural: ensure communication and information gathering processes are in place	ECO
Fireworks Display Mishap	8	Engineering, Isolation, Procedural and PPE: All aspects of the fireworks display are to be managed by the contractor Howard & Sons. Their instruction is final with regards to any event staff, contractor or volunteer.	ECO, Warden
Person Entrapment	8	Procedural: All Wardens to remain vigilant to identify potential entrapment hazards and report them accordingly	ECO, Wardens
Hazardous Material or Exposed Substance	6	Engineering & Procedural: All hazardous materials are to be appropriately stored and contained. If not essential for the day to day operations they will not be permitted on site. All relevant MSDS are to be up to date.	ECO
Missing and or Lost Persons	6	Administrative: ensure processes are in place to contact emergency services at the earliest possible time	ECO
Suspicious Items	6	Procedural: All Wardens to remain vigilant to items that may suspicious in nature.	ECO, Wardens
Aircraft Crash	5	Procedural: Ensure communication processes are in place	ECO
Flood	5	Procedural: Ensure communication processes are in place	ECO
Inclement Weather & Wind Management	4	Elimination and procedural: ensure that all structures relating to the event are constructed and installed correctly. Monitor forecast weather conditions and make the necessary decisions to either modify the event or cancel the event	ECO, Event contractor
Extreme Heat Management Plan	3	Administrative and PPE: ensure that the weather forecasts are monitored and actions put in place if required. Ensure that there is sufficient supply of drinking water, hats and other shade sources. Ensure that communication processes are in place for urgent call to be made to emergency services	ECO, Wardens
Man Overboard in Marina	3	Administrative and PPE: Boat owners & guests to be aware of risks. Boats in marina to meet statutory safety equipment guidelines. Marina & boats to have life rings accessible.	ECO, boat owners

3.4 COVID Safe Plan

The Club's COVID Information and Safety Plan can be viewed via https://rgyc.com.au/coronavirus/.

4.0 Emergency Response Guidelines

4.1   Crew Injury or Medical Situation

First person on scene:

- •   Provide first aid (if safe to do so)
- •   Move injured person to a neutral area if safe to do so
- •   Contact the RGYC Radio Room (if manned during race/regatta) or phone the Club (if radio room unmanned) to advise situation and request assistance if required. State;
  - o   Boat name
  - o   Location
  - o   Medical needs of crew
  - o   Assistance needed for the injured crew member

Radio Room or Club Staff (As Warden):

- •   Radio Room/Club Staff to transfer conversation to mobile phone
- •   Radio Room/Club Staff to contact 000 unless instructed not to do so
- •   Radio Room to ensure RO is aware of situation
- •   Radio Room/Club Staff to advise ECO of situation

Boat Skipper (As Warden):

- •   Proceed to emergency access point as directed via mobile phone
- •   Determine if other boats are in immediate area and contact if necessary.
- •   Effect what repairs are possible and / or clear equipment and fittings to enable access by rescue craft / persons.
- •   Keep rescuers informed about current situation
- •   Implement yacht's emergency plan

Warden:

- •   Ensure that RO, Chief Warden and Media Coordinator are aware of situation as required
- •   Coordinate support within marina
- •   Ensure clear access for emergency services if they have been involved
- •   Ensure Incident Report Form is completed

4.2   Man Overboard (MOB)

First person on scene:

- Ensure all other persons are on board are safe
- **Commence emergency response rescue as per the yacht's emergency rescue plan**
- If MOB recovery is not imminent, call 000 if possible. If not, contact RGYC (Radio Room during race/regatta or Reception all other times) to advise situation and request assistance if required. State;
  - o   Boat name
  - o   Location
  - o   Situation of MOB (eg: how long in water, wearing PFD, wearing protective apparel etc)
- Issue personal safety equipment and have other equipment to hand
- Keep rescue crew informed about current situation

Radio Room or Club Staff (As Warden):

- Radio Room/Club Staff to transfer conversation to mobile phone
- Radio Room/Club Staff to contact 000 unless instructed not to do so
- Radio Room to ensure RO is aware of situation
- Radio Room/Club Staff to advise ECO of situation

Boat Skipper (As Warden):

- Determine if other boats are in immediate area and contact if necessary.
- Keep rescuers informed about current situation
- Implement yacht's emergency rescue plan

Warden:

- Ensure that RO, Chief Warden and Media Coordinator are aware of situation if required
- Ensure Incident Report Form is completed

4.3   Boat Capsize or Sinking

First person on scene:

- Ensure all other persons are on board are safe and accounted for
- Attend to the immediate needs of any injured persons
- Determine the condition of the vessel
- **Commence emergency response as per the boat's emergency rescue plan**
- If recovery of situation is not imminent, call 000 if possible. If not possible, contact RGYC (Radio Room during racing/regatta, Club reception other times) to advise situation and request assistance if required. State;
  - Boat name
  - Location
  - Status of boat and crew
- Issue personal safety equipment and have other equipment to hand
- Keep rescue crew informed about current situation

Radio Room (As Warden):

- Radio Room to transfer conversation to mobile phone
- Radio Room/Club Staff to contact 000 unless instructed not to do so
- Radio Room to ensure RO is aware of situation
- Radio Room to advise ECO of situation

Boat Skipper (As Warden):

- Determine if other boats are in immediate area and contact if necessary.
- Keep rescuers informed about current situation
- Implement yacht's emergency rescue plan

Warden:

- Ensure that RO, Chief Warden and Media Coordinator are aware of situation if required
- Ensure Incident Report Form is completed

4.4   Boat Collision

First person on scene:

- Ensure all other persons on board are safe and accounted for
- Attend to the immediate needs of any injured persons
- Determine the condition of the vessel
- **Commence emergency response as per the boat's emergency rescue plan**
- If recovery of situation is not imminent, contact RGYC (Radio Room during racing/regatta, Club reception other times) to advise situation and request assistance if required. State;
  - Boat name
  - Location
  - Situation of boat(s) and crew
- Issue personal safety equipment and have other equipment to hand
- Effect repairs if possible and or clear equipment and fittings to enable access by rescue craft/persons
- Keep rescue crew informed about current situation

Radio Room (As Warden):

- Radio Room to transfer conversation to mobile phone
- Radio Room/Club Staff to contact 000 unless instructed not to do so
- Radio Room to ensure RO is aware of situation
- Radio Room to advise ECO of situation

Boat Skipper (As Warden):

- Determine if other boats are in immediate area and contact if necessary.
- Keep rescuers informed about current situation
- Implement yacht's emergency rescue plan

Warden:

- Ensure that RO, Chief Warden and Media Coordinator are aware of situation if required
- Ensure Incident Report Form is completed

4.5   Armed or Dangerous Intruder

Any person directly confronted:

- Be deliberate in your actions
- Be reasonably slow in handing over keys, money or information. [Your personal safety is priority number one]
- If possible move the situation to a less populated location
- Observe the following information about the offender;
  - Height
  - Weight
  - Age
  - Clothing
  - Accent
  - Speech difficulties
  - Tattoos or similar body markings or jewellery

First Person on Scene:

- Without drawing attention to yourself, warn others
- Without drawing attention to yourself, notify a Warden
- Restrict access to others
- Call 000
- Do not approach the intruder
- Evacuate quickly and quietly
- If possible, observe the following information about the offender: height, weight, age, clothing, accent, speech disabilities, tattoos or similar body markings or jewellery

Warden:

- If possible and safe to do so, assist the first person on scene
- Call 000 is not already done by first person on scene
- Ensure that the Chief Warden has been notified

Chief Warden:

- Contact 000 if not already done
- Seek details of intrusion
- Determine the need for further evacuation and the safest assembly area
- Marshall patrons and employees away from the emergency area
- Refer & complete the Armed or Dangerous Intruder Checklist
- Provide details and assist Police on arrival
- Ensure Incident Report Form is completed

Do not provoke or confront the intruder

4.6   Bomb Threat or Hoax

Person Receiving Call:

- Attract someone's attention to notify your Warden
- Advise only your Warden or the Chief Warden of the threat
- Keep the caller on the line
- Do Not hang up the telephone
- Remain at the telephone until relieved
- Complete the Telephone Threat Checklist

Chief Warden:

- Call 000 to notify the Police immediately
- Ensure that radio transmitters are not used in the vicinity of the telephone receiving the call.
- Never ignore the threat
- If possible, relieve the person receiving the call to allow them to complete the Bomb Threat Checklist
- Assess the need to evacuate the site
- Ensure Incident Report Form is completed

All Other Employees and Patrons:

- Evacuate when instructed
- Take bags and personal items if directed
- Report any suspicious items to the Warden

If a suspicious article is discovered – do not touch or move it.

4.6.1 Telephone Threat Checklist

<p style="text-align:center;color:red;">NB: DO NOT HANG UP THE TELEPHONE</p>

TELEPHONE THREAT CHECKLIST

EXACT WORDING OF THREAT:

_____

_____

_____

NOTE: IF A TELEPHONE THREAT, DO NOT HANG UP.

QUESTIONS TO ASK:

1. Where did you put the bomb?...
2. When did you put it there?...
3. What does the bomb look like?..
4. What kind of bomb is it?..
5. What will make the bomb explode?...
6. Did you place the bomb?..
7. Why did you place the bomb?..
8. What is your name?...
9. Where are you?...
10. What is your address?...

ACTION: REPORT CALL IMMEDIATELY TO   POLICE: **000** ....

            CHIEF WARDEN: ....

IDENTIFYING/LOCATING THE CALLER (Tick appropriate boxes)

CALLERS VOICE:

MALE	☐	SLOW	☐	SLURRED	☐	DEEP BREATHING ☐
FEMALE	☐	RAPID	☐	NASAL	☐	CRACKING VOICE ☐
OLD	☐	SOFT	☐	STUTTERING	☐	DISGUISED ☐
YOUNG	☐	LOUD	☐	LISPING	☐	IRRATIONAL ☐
ESTIMATED AGE		LAUGHING	☐	RASPY	☐	FAMILIAR ☐
ACCENT (specify)		EMOTIONAL	☐	ABUSIVE	☐	INCONSISTENT ☐
		WELL SPOKEN	☐	INCOHERENT	☐	RECORDED ☐
		FOUL	☐	CLEAR	☐	MESSAGE READ BY CALLER ☐

BACKGROUND NOISES: (What could you hear in the background?)

STREET NOISES	☐	HOUSE NOISES	☐	CLEAR	☐	LOCAL CALL ☐
CROCKERY	☐	MOTOR/ENGINE	☐	MUFFLED	☐	STD ☐
VOICES	☐	AIRCRAFT	☐	STATIC	☐	ISD ☐
PA SYSTEMS	☐	OFFICE MACHINERY	☐	FADING	☐	MOBILE ☐
MUSIC	☐	FACTORY MACHINERY	☐	LOCAL	☐	
		ANIMAL NOISES	☐	LONG DISTANCE	☐	

CALL TAKEN: Date & Time: ....   Duration of call: ....   Call received on: ....

                                                                                (identify line/extension)

RECIPIENT: Name (print:) ....   Phone: ....   Signature: ....

4.7   Drowning

First Person on Scene:

- Call 000
- Recover the person/body if safe to do so
- If still alive or if the possibility of resuscitation exists, commence First Aid treatment
- If clearly deceased, cover & secure body
- Contact Warden/Event Coordinator
- Wait for Ambulance and or Police

Warden:

- Call 000 if not done by first person on the scene
- Assess the emergency response requirements of the situation
- If possible and safe to do so, assist the first person on scene
- Notify the Chief Warden
- Notify the Media contractor

Chief Warden:

- Provide details and assist Police on arrival
- Ensure Incident Report Form is completed

4.8   Explosion Response

First Person on Scene:

Evaluate your own safety in the first instance

- If it is safe to do so and you have the necessary skills, switch off gas and electricity
- Remove injured persons to safety
- Call 000
- Assess the situation and notify a Warden or the Chief Warden
- Vacate the immediate area to a safe distance
- Prevent other people from entering the hostile area

Warden:

- Call 000 if not done by first person on scene
- Assess the situation and ensure that an alarm has been raised
- Assist with the removal of injured persons if safe to do so
- Determine the need for evacuation of the area. Conduct the evacuation if necessary

Chief Warden:

- Evaluate the emergency situation
- Confirm that emergency service contact has been made
- Establish an Emergency Control Centre.
- Assist with the identification of injured persons
- Assist the Emergency Services as requested
- Ensure that an Incident Report is completed

Do not attempt to remove debris from electrical equipment

If irritating or suspected noxious vapours are present, withdraw immediately to an up-wind location and prevent others from entering the hostile area.

4.9   On-site Vehicle Accident

First Person on Scene:

- Assess the situation and check for entrapment
- Turn off vehicle engine
- Check for fuel leakage
- If possible engage the vehicle's parking braking
- Call 000
- Commence First Aid if possible and safe to do so
- Contact your Warden

Warden:

- Call 000 if not done by first person on scene
- Assess the situation and ensure that the appropriate alarms have been raised
- If safe to do so, remove any injured parties from danger and continue First Aid
- Keep other employees and patrons clear of the accident area

Chief Warden:

- Determine the seriousness of the situation
- Confirm that the appropriate emergency services have been contacted
- Assist the emergency services as requested
- Ensure that an Incident Report is completed

4.10   Terrorism Activity or Suspicion

First Person on Scene:

- Notify Warden and or Event Coordinator

Warden

- Contact 000
- If it is suspicious activity, call the National Security Hotline 1800 123 400
- Follow any instructions issued from the relevant emergency service

Warden and or Chief Warden

- Comply with all relevant instructions from emergency services
- Confirm that the appropriate emergency services have been contacted
- Assist the emergency services as requested
- Ensure that an Incident Report is completed

4.11   Active Shooter

Any person in immediate area:

- • Escape from the immediate area
- • If safe escape is not possible, hide in a lockable and or secure area;
  - o Move heavy furniture to cover doorways & windows etc
  - o Move away from windows and doors
  - o Use items to create a place of cover
  - o Avoid open areas
  - o Remain quiet
- • Turn mobile phone to silent
- • If safe to do so, call 000

Only as a last resort and if you are in immediate danger, disrupt or incapacitate the active shooter

First Person on Scene:

- • Without drawing attention to yourself, warn others
- • Without drawing attentions to yourself, notify a Warden
- • Restrict access to others
- • Call 000
- • Do not approach the active shooter
- • Evacuate quickly and quietly if safe to do so
- • If possible, observe the following information about the offender: height, weight, age, clothing, accent, speech disabilities, tattoos or similar body markings or jewellery
- • Commence First Aid to any victims if safe to do so
- • Await arrival of Emergency Services

Warden:

- • Assist the first person on scene
- • Call 000 is not already done by first person on scene
- • Ensure that the Chief Warden has been notified
- • Await arrival of Emergency Services

Chief Warden:

- • Contact 000 if not already done
- • Seek details of incident
- • Determine the need for further evacuation to create a safe perimeter
- • Marshall patrons and employees away from the emergency area
- • When Police arrive provide details and comply with all Police instructions
- • Ensure Incident Report Form is completed

4.12 Hostile Vehicle

Any person in immediate area:

- Escape from the immediate area
- If safe escape is not possible, move to an area not accessible by the vehicle
- If possible keep the vehicle in eye sight to;
  - Identify if it is turning around and returning
  - Identify the offending vehicle, driver and occupants
  - Continue to stay away from the vehicle
- If safe to do so, call 000

Only as a last resort and if you are in immediate danger, disrupt or incapacitate the hostile vehicle driver

First Person on Scene:

- Call 000
- Restrict access to others
- Notify a Warden
- If possible, observe the following information about the offender: height, weight, age, clothing, accent, speech disabilities, tattoos or similar body markings or jewellery
- Commence First Aid to any victims if safe to do so
- Await arrival of Emergency Services

Warden:

- Assist the first person on scene
- Call 000 if not already done by first person on scene
- Ensure that the Chief Warden has been notified
- Await arrival of Emergency Services

Chief Warden:

- Seek details of incident
- Determine the need for further evacuation to create a safe perimeter
- Marshall patrons and employees away from the emergency area
- When Police arrive provide details and comply with all Police instructions
- Ensure Incident Report Form is completed

4.13   Civil Disturbance

Any person directly confronted:

•   Be deliberate in your actions
•   Be reasonably slow in handing over keys, money or information. (Your personal safety is priority number one)
•   If possible move the situation to a less populated location
•   Observe the following information about the offender: height, weight, age, clothing, accent, speech disabilities, tattoos or similar body markings or jewellery.

First Person on Scene:

•   Call 000
•   Immediately notify a Warden
•   Without drawing attention to yourself, warn others
•   Restrict access to others
•   Do not approach the intruder
•   Evacuate quickly and quietly
•   If possible, observe the following information about the offender: height, weight, age, clothing, accent, speech disabilities, tattoos or similar body markings or jewellery

Warden:

•   If possible and safe to do so, assist the first person able
•   Contact 000 if not already done
•   Ensure that the Chief Warden has been notified

Chief Warden:

•   Seek details of intrusion
•   Ensure Police have been contacted
•   Determine the need for further evacuation and the safest assembly area
•   Marshall patrons and employees away from the emergency area
•   Provide details and assist Police on arrival
•   Ensure that an Incident Report has been completed

Do not provoke or confront the protagonists

4.14   Electrical Failure

Warden:

- If there is no emergency lighting, marshal patrons and employees away from area
- Prepare to evacuate the area.
- Follow the instructions from the Chief Warden

Chief Warden:

- Determine the seriousness of the situation
- Contact the power supply company
- Arrange alternative power source
- Marshal patrons and employees from the hazardous area
- Ensure that an Incident Report is completed

4.15   Fire Response – Club Buildings, Marina & Yard

First Person on Scene:

•   Assess the situation and raise the alarm via the Warden
•   Ensure that the Fire Service has been contacted on 000
•   If possible and is safe to do so, shut down fuel supply (fuel, chemicals, gas etc)
•   If it is within your capability and knowledge and if you have the appropriate equipment (Extinguisher, fire hose, fire pump), fight the fire.
•   Withdraw from the area as soon as it becomes too dangerous to stay.
•   Warn occupants or nearby moorings of the dangers

Warden:

•   Determine the seriousness of the situation
•   **Activate Fire Warden protocols**
•   Call 000 if not done by first person on scene
•   Help to remove employees and patrons from the danger zone
•   Consider full or partial evacuation of the area
•   Ensure that the Chief Warden is notified (who is part of the Fire Warden structure)

Chief Warden:

•   Determine the serious of the situation
•   Confirm that the Fire Service has been contacted
•   Establish an Emergency Control Centre
•   Determine an appropriate evacuation route and assembly site (note wind direction)
•   Assist with the identification of injured persons
•   Assist the Emergency Services as requested
•   Ensure that an Incident Report has been completed

Special Instructions for Staff

Fire in Club Building:
-        Follow instructions from ECO group members and Fire Warden Team
-        Exit building quickly and safely by following green EXIT signs
-        Assist other staff & patrons is safe to do so
-        Chief Wardens and Wardens will conduct checks of all areas as per Evacuation Protocols

Fire on Marina:
-        Follow instructions from ECO group member and Fire Warden Team
-        All access gates to be opened and locked into open position
-        Portable fire pump to be activated. Refer procedure sheet attached to pump
-        If a boat is on fire, marina staff will commence boat isolation procedures

Fire in Yard:
-        If safe to do so and if instructed by Wardens, attempt to move vessels and or cars from the vicinity of the fire

4.16   Medical Emergency

First Person on Scene:

- Assess the situation
- During normal Club activity, access and use a First Aid Kit if required
- During major Club events, notify the onsite First Aid contractor
- Call 000 if required
- Notify your Warden

Warden:

- Call 000 if not done by first person on scene
- Evaluate the situation
- Ensure that the appropriate alarm has been raised
- Keep uninvolved employees and patrons clear of the incident location
- Commence vehicle marshalling procedures to assist incoming emergency services vehicles
- Ensure that an Incident Report is completed

Employees involved in treating or assisting with the treatment of the injured person should ensure their own safety and make use of appropriate personal protective equipment such as rubber gloves, facemasks etc.

4.17   External Emergency

An external emergency could be any type of incident occurring outside the event boundaries that could impact on the safety of and emergency response actions relating to employees, patrons and visitors to the Club or Event.

NB: Such a situation may cause a diversion of emergency resources from the Club or Event precinct.

Person Receiving Information of External Event:

•   Notify the Warden or Chief Warden

Warden:

•   Notify the Chief Warden if this has not already been done.

Chief Warden:

•   Impact of the possible shortage of emergency response assistance to be discussed with the relevant contacts in each emergency response service
•   Determine the seriousness of the situation and the impact on the event
•   Advise the ECO
•   Possible actions may be to cancel the remaining portion of the event if there is imminent risk to any persons involved with the event
•   Ensure that an Incident Report is completed

4.18   Fireworks Display Mishap

A separate EMP will be submitted and be available from the fireworks contractor (usually Howard & Sons Pyrotechnics).

No public access is permitted to the pyrotechnic preparation areas. Security personnel will be posted at access areas to enforce this requirement. Security and Wardens will be positioned to ensure against overcrowding during the fireworks display.

The fireworks contractor will manage all aspects of the actual fireworks display, including the emergency procedures. All fireworks displays are coordinated with and notified to the relevant emergency services and statutory bodies.

The company's contact will be provided to the ECO and distributed as required prior to the display.

A fireworks emergency may occur either on the water at the site of the display base or on land as a result of fireworks landing in an inhabited area of the site. The emergency could involve injured persons or fire.

First Person on Scene:

•   If safe to do so, assist/remove injured persons.
•   Determine the seriousness of the situation and notify the Warden.
•   If necessary, vacate the immediate area.
•   Keep people out of the affected area.
•   **Do not touch any fireworks shells that may be lying around.**

Warden:

•   Ensure that the appropriate alarm has been raised
•   Keep people out of the affected area.
•   **Do not touch any fireworks shells that may be lying around.**
•   Do not remove any debris from the scene until approval has been given to do so
•   Contact 000 if required

Chief Warden:

•   Determine the seriousness of the situation
•   Confirm that the appropriate emergency service has been contacted
•   Determine whether an evacuation is necessary
•   Conduct site evacuation if required
•   Ensure that an Incident Report is completed

4.19   Person Entrapment

First Person on Scene:

- Turn off machinery or equipment
- Remove any injured person to safety if safe to do so
- Assess the situation and notify the Warden
- If necessary call the emergency services 000

Warden

- Call 000 if not done by first person on scene
- Determine the seriousness of the situation and ensure that the appropriate services have been called and the appropriate alarms raised
- Remove any injured person to safety if safe to do so
- Keep other employees and patrons away from the incident location

Chief Warden/Event Coordinator:

- Determine the seriousness of the situation
- Confirm that the appropriate emergency services have been contacted
- Assist the emergency services as requested
- Ensure that an Incident Report is completed

Never enter into confined spaces unless you are appropriately trained and have access to the appropriate rescue equipment.

4.20   Hazardous Material or Exposed Substance

First person on Scene:

- Keep patrons and other employees out of the danger zone.
- Do not attempt any rescue of injured persons without appropriate protective devices. {See special considerations below]
- Contain the spill or exposure if safe to do so. The Club's spill kit is located in the Marina Office area.
- Withdraw to a safe position
- Call 000
- Notify a Warden of the situation and actions taken

Warden:

- Call 000 if not done so by first person on scene
- Determine the seriousness of the situation and ensure that the appropriate alarm has been raised.
- Remove/evacuate persons from the area if safe to do so.

Chief Warden:

- Determine the seriousness of the situation
- Establish a control point in a safe location
- Determine appropriate evacuation routes and assembly areas. [Note the wind direction – evacuate and assemble up-wind of the hazard]
- Identify and arrange treatment for any injured persons
- Assist the Emergency Services
- Ensure that an Incident Report is completed

In some instances, employees may need to wear appropriate personal protective clothing and devices (chemical proof clothing, breathing apparatus etc)

Rescue may need to be performed by the emergency services.

NB: For refuelling from a jerry can

- No refueling is to take place on Steampacket Gardens, Fainie Park or Transvaal Square
- All fuel jerry cans brought to the event by a site holder must be stored either off-site or within the dedicated fuel storage facility within the Club precinct
- During major events, all refueling on Eastern Beach will:
    a. Be controlled by an experienced fuel handler employed by the Event for the duration of the Event
    b. Be done with all appropriate PPE and fire extinguishers at hand
- All refueling of Club managed boats within the Club will:
    a. Be controlled by an experienced fuel handler employed by the Club
    b. Be done with all appropriate PPE and fire extinguishers at hand

4.21   Lost or Missing Persons

Person finding a lost person:

- Immediately notify a Warden
- Stay with lost person and if unable to determine where they were wanting to go to, take them to a safe & comfortable location ie: Club offices, OTB room, First Aid Station (during major events) etc

Warden:

Assisting a lost person:
- If their destination is known, assist the lost person to that destination if it close by
- During normal Club activities, use the Club's PA system to advise patrons at the Club that a lost person has been found
- During major events, use the event's PA systems to advise patrons at the event that a lost person has been found
- If no response within a reasonable time, notify Police. This can either be patrolling Police or ring 000
- Assist Police as requested
- Notify the Chief Warden

Assisting someone looking for a person who is lost:
- Obtain full details of the missing person. The "Lost Child - Missing Guardian Checklist" included as Section 4.21.1 should be used as a guide to the questions to ask. A copy of the checklist will be available in the Club's Incident Report folder (located in the main office & Marian Office).
- During normal Club activities, use the Club's PA system to advise patrons at the Club that there may be a missing person within the Club
- During major events, use the Club's PA system to advise patrons at the Club that there may be a missing person within the Club
- If no response within a reasonable time, notify Police. This can either be patrolling Police or ring 000
- Assist Police as requested
- Notify the Chief Warden

Chief Warden:

- Assist Police as requested
- Ensure that an Incident Report is completed

Ideally, and especially if the lost person is a child, ensure that there is a credible third party witness with you at all times whilst you are with the lost person

4.21.1 Lost Child or Missing Parent/Guardian Checklist

Date: _____ Time: _____

If a child has been lost	If unaccompanied child has been found
Questions to ask Parent/Guardian	**Questions to ask Child**
1. Where did you last see the child? Response:	1. Where did you last see the person that you are with? Response:
2. When did you last see the child Response:	2. When did you last see the person that you are with? Response:
3. What is your name? Response:	3. Were you told what to do if you got lost? Response: If Yes seek explanation:
4. What is the child's Name? Response:	4. What is your name? Response:
5. How old is the child? Response:	5. What is the guardian's name? Response:
6. What is the child's hair colour? Response:	6. How tall is the guardian? Response:
7. How was the child dressed? Response:	7. What colour hair has the guardian? Response:
8. How tall is the child? Response:	8. What colour clothes was the guardian wearing? Response:
9. Does the child have ID? Response: If yes describe ID:	9. Does the guardian have a mobile phone? If Yes, what is the number?
10. Does the child have a mobile phone? Response: If yes, what number?	10. Do you know your home phone number or someone else's phone number? If yes, who and what is the number
11. Where might the child go? Response:	11. Are there other people with the guardian? Response:
12. What is your relationship to the child? Response:	
Other Information?	Other information?

4.22   Suspicious Items

NB: Sailors are prone to leave gear bags unattended. It is a protocol not to carry a bag in the clubhouse and therefore sailing bags left unattended outside may not necessarily be suspicious.

A bag or package that appears to be unattended and is <u>out of place</u> should be treated as suspicious if the owner cannot be readily identified.

Person identifying a suspicious item:

- Immediately notify a Warden
- Do not touch suspicious item

Warden:

- Do not touch the suspicious item
- Make immediate and discrete inquiries in the area to see if the owner of the item is present
- If no response, call 000
- Notify the Chief Warden
- Move people away from the suspicious item and if possible cordon off the area
- Position a marshal at the relevant access point awaiting emergency service arrival
- When emergency services arrive on site, control of the area is handed to them

Chief Warden:

- Assist Emergency Services as requested
- Ensure that an Incident Report is completed

Phones & radios are not to be used within 25 metres of any package

4.23   Aircraft Crash

First Person on Scene:

Evaluate your own safety. If possible and if it is safe to do so, you should:

- Switch off gas and electricity if possible
- Remove injured persons to safety and if possible commence first aid
- Call 000
- Assess the situation and notify a Warden
- Vacate the immediate area to a safe distance
- Prevent other people from entering the crash area

Warden:

- Assess the situation and ensure that an alarm has been raised
- Ensure that 000 has been contacted
- Assist with the removal of injured persons if safe to do so and commence first aid
- Determine the need for evacuation of the area. Conduct the evacuation if necessary

Chief Warden:

- Evaluate the emergency situation
- Confirm that emergency service contact has been made
- Establish an Emergency Control Centre
- Assist with the identification of injured persons
- Assist the Emergency Services as requested
- Ensure that an Incident Report is completed

Do not attempt to remove debris from electrical equipment

If irritating or suspected noxious vapours are present, withdraw immediately to an up-wind location and prevent others from entering the contaminated area.

4.24 Flood

First Person on Scene:

- Assess the situation
- Raise the alarm by contacting the Warden
- **Do not enter flooded area**

Warden:

- Determine the seriousness of the situation
- Contact 000
- Evacuate employees and patrons from the affected area if necessary
- Report the situation to the Chief Warden
- **Do not enter flooded area**

Chief Warden:

- Determine the seriousness of the situation
- Evacuate employees and patrons from the affected area if necessary
- Brief & assist Emergency Services and other members of the ECO
- Ensure that an Incident Report is completed

4.25   Inclement Weather and Wind Management

Sever weather situations will rarely be an unforeseen emergency situation. Accordingly, in most situations prior planning addresses the danger or will lead to actions required under a different response situation ie: Medical Emergency (section 4.16).

With regards to Club operations, the following will apply;

Club Operations:

- Refer to the Club's Policy and Procedures manuals.

Club Racing:

- Refer to the Club's Policy & Procedures manuals
- Refer to RRS Rule 4: Decision to Race

Major Events:

- Refer to the specific Emergency Management Plan for that event. The temporary infrastructure supplier will provide wind guidelines and high wind actions for inclusion in the EMP.

4.26   Extreme Heat Management Plan (Major Event Only)

These guidelines are activated when a Club sanctioned event involves the use of City of Greater Geelong assets outside of the Club.

As outlined in the Vic Heat Health Plan and Staying Healthy in the Heat plan, an extreme heat situation can be triggered by 1 very hot day. An extreme heat situation occurs when the forecast daily average exceeds 30°C. The calculation of this average is outlined in the following example:

Calculating the forecast average temperature

The average temperature is calculated from the forecast **daily maximum** (in this case Tuesday) and the forecast overnight temperature, which is the **daily minimum for the following day** (in this case Wednesday).

An example of this calculation is demonstrated below.

Melbourne

Tuesday

Min: 20 °C

Max: 38 °C

Wednesday

Min: 25 °C

Max: 31 °C

Average calculation for Tuesday

(38 + 25)/2 = 31.5 °C

The threshold for Melbourne = 30 °C.

The temperature forecast indicates that the threshold will be exceeded.

This calculation will be repeated for each of the seven days included in the daily forecast.

By way of example, the Festival of Sails Extreme Heat Management Plan has two elements;

1.   Monitoring and planning:

Extreme heat conditions will be monitored from the start of January using a creditable & reliable weather forecast service. The focus of the monitoring will examine forecast high & low heat projections as well as wind strength and direction.

The forecasts are made available to all relevant event personnel in the following table. This table is updated daily as we approach and enter the event period. As an example, the FOS 2018 table was;

Weather Forecast For FOS 2018

Date	Min (°C)	Max (°C)	24hr Ave Daily (°C)	Wind (knts)	Direction	Sky	High Tide (m)	High Tide (time)
Wed, 24 Jan, 2018	16	24		10-20	S	Sunny	1.04 0.94	9:03 21:21
Thu, 25 Jan, 2018	17	26	23	5-15	SE	Sunny	1.03 0.93	9:36 22:07
Fri, 26 Jan, 2018	20	31	26	5-15	NE	Some Cloud	1.02 0.92	10:11 22:56
Sat, 27 Jan, 2018	21	34	25.5	5-15	NE	Some Cloud	1.00 0.91	10:46 23:49
Sun, 28 Jan, 2018	17	27	21.5	5-15	NE	Sunny	0.98	11:25
Mon, 29 Jan, 2018	16	27		5-15	NW	Sunny	0.89 0.96	00:55 12:11

As the event is most likely held during summer, the event may have;

- installation of a Barwon Water hydration station
- unimpeded access to all CoGG water fountains
- free drinking water at all bars
- sufficient drink vendors in all areas of the event
- all north facing structures (marquees, vans etc) fitted with awnings to provide shade
- multiple First Aid stations across the event
- sun screen pump packs identified & available in multiple locations;
    - First Aid Stations
    - community focused exhibitors
    - bars
    - Bay 93.9 OB tent
    - Discover Sailing/Paddle Boards
    - Regatta Office
    - Regatta Village entrance archways
    - Eastern Beach Reserve ticket booth
- seats, tables and umbrellas set up in all food & beverage areas

2. Caring for persons affected by heat on the day:

First Person on Scene:

- Assess the situation
- Move the affected person to a shaded area and give them drinking water
- Direct & assist person affected to First Aid facility or advise First Aid facility
- Notify the relevant Warden
- Phone 000 if required

Warden and or Chief Warden:

- Confirm status of situation with relevant First Aid facility
- Evaluate the situation
- Ensure that the appropriate alarm has been raised
- Keep uninvolved employees and patrons clear of the incident location
- Ensure that Incident Reports are completed

Employees involved in treating or assisting with the treatment of the injured person should ensure their own safety and make use of appropriate personal protective equipment such as rubber gloves, facemasks etc.

4.27   Man Overboard in Marina

First Person on Scene:

- •   Call "Man Overboard" to bring the incident to the attention of others in the area
- •   Seek assistance from others in the immediate area
- •   Establish whether the victim in the water is conscious and able to swim
- •   Attempt to recover the victim by;
  - o   Using life rings located on marina arms (refer Marina Plan - Attachment 5)
  - o   Direct the person to a fixed ladder on the marina arm
  - o   Direct the person to a nearby boat stern platform
  - o   Use other floatation items and or pole/boat hook close to hand to assist the victim
- •   If victim is able to get out of water, commence First Aid if required and you are comfortable to do so
- •   Contact emergency services – 000
- •   Contact Warden

Warden:

- •   Call 000 if not done by first person on the scene
- •   Assess the emergency response requirements of the situation
- •   If possible and safe to do so, assist the first person on scene
- •   Notify the Chief Warden
- •   Initiate emergency services vehicle access procedures

Chief Warden:

- •   Assist emergency services if they are on site
- •   Ensure Incident Report Form is completed

Unless you have the appropriate PPE on (PFD, wetsuit etc) or you are trained & comfortable to perform a water rescue, do not jump in the water

Incident Report Form

Date of Report: …………./…………../…………. **Report Number:** ………………
                                                                                                                 (RGYC Office will allocate this number)

Type of Incident: ☐ Personnel Injury ☐ Property Damage ☐ Hazard
(Tick applicable box)

Personal Details of Person Completing Report:

Name:	
Address:	
Mobile/Phone Number:	

Incident Detail:

Date:		Time:	
Location:		Reported to:	
Weather Conditions:			
Witness Name:		Witness Mobile:	

Incident Description:

Actions Immediately After Incident:

Incident Investigation Form

Date of Investigation : …………./…………./………… **Incident Report Number:** ………………

NB: Copy of Original Incident Report must be attached to this document

Personal Details of Person Investigating this Incident:

Name:	
Role/Position:	
Mobile/Phone Number:	

Investigation Detail:

Did the incident occur during an official Club activity:
If Yes, what was the activity:
Incident root cause and contributing factors: **(eg: Personnel, equipment, procedural, training, no fault found, etc)**

Investigation Outcome:

Immediate Actions required & done: **(eg: personnel/competitor awareness, equipment/premises lockout, equipment replacement, no action required etc)**

Corrective Actions Required:

NB: Attach any other relevant documents eg: Police Report, First Aid Report, Workcover Report etc

Royal Geelong Yacht Club Incident Report Register:
RGYC Festival of Sails

Incident Report Number use YM + yr + sequential # eg: YM16/01	Incident Type ie: Property, personnel or hazard	Report Date	Investigation Date	Corrective Actions Status as identified on Investigation Report	Responsible Person	GM Sign Off

RGYC Incident Report Register

Incident reporting and investigation procedure and completion guidelines

Preamble

The incident reporting and investigation process has been developed to make the incident reporting process simple for all people associated with the Club. The process includes an investigation of each incident to determine if corrective actions are required and if so, what are they.

This procedure should be read and understood by all RGYC staff with a view to each of them then being able to assist and instruct members, volunteers, visitors etc to complete an incident report form.

It is important that reporting of incidents and hazards should be encouraged, not discouraged.

The Incident Reporting Process:

The incident reporting process has 3 distinct forms which should all be kept in one of the Incident Report folders. These forms are;

1. Incident Report Form:
   - To be completed by either the person directly impacted by the incident or who witnessed the incident. It should not be completed by someone who is relying on a 3rd party description of the incident.
   - Must include names and ideally contact number details of those impacted by the incident and or those who witnessed it
   - Includes basic & specific information relating to the incident
   - Includes detail of actions taken immediately after the incident
   - Preference is for it to be handwritten, but can be completed in a Word Doc form
   - Includes a discrete incident number which is allocated by RGYC staff
2. Incident Register
   - To be completed by RGYC staff who will allocate a discrete incident number
   - The incident number has 3 components;
     i. Club area: Clubhouse or Marina
     ii. Year
     iii. Sequential number
   - For example the incident number may be CH18/15 meaning incident number 15 in the Clubhouse area in 2018
3. Incident Investigation Form:
   - This form is completed by RGYC staff or in the case of an event, Event Management
   - The main purpose of this step is to prevent a recurrence, not to update on the condition of any injured person etc
   - This process will determine if a corrective action is necessary, based on the incident itself, additional info from external parties ie: Police, CFA, Worksafe etc.

Each individual incident report and investigation be reviewed and signed off by the GM and discussed in the Club's Workplace, Health & Safety committee and summarised in the RGYC Board reports.

Incident Report Form – <u>Instruction Guidelines</u>

Date of Report: ……/………../……..   **Report Number:** ………
                                                                    (RGYC Office will allocate this number)

Type of Incident: ☐ Personal Injury   ☐ Property Damage   ☐ Hazard (near miss)
(Tick applicable box)

Personal Details of Person Completing This Report:

Name:	
Email:	
Mobile/Phone Number:	

Incident Detail:

Date:		Time:	
Location:		Reported to:	
Weather Conditions:			
Witness Name:		Witness Mobile:	

Incident Description:

- *Keep it brief and succinct*
- *Only include "background" detail if it is specifically relevant to the incident*
- *If the incident relates to an injury, include a brief description of that injury*

Actions Immediately After Incident:

- *Keep it brief and succinct*
- *Only include details that relate specifically to the incident*
- *Include time info, eg: ambulance arrived at 10:35 and left the site and 11:15 with the patient*
- *This section is <u>NOT</u> about the corrective action – that happens in the <u>Incident Investigation</u> process*

Incident Investigation Form

Date of Investigation: …………/…………./………… **Incident Report Number:** ………………

NB: Copy of Original Incident Report must be attached to this document

Personal Details of Person Investigating this Incident:

Name:	
Role/Position:	
Mobile/Phone Number:	

Investigation Detail:

Did the incident occur during an official Club activity:
If Yes, what was the activity:
Incident root cause and contributing factors: **(eg: Personnel, equipment, procedural, training, no fault found, etc)**

Investigation Outcome:

Immediate Actions required & done: **(eg: personnel/competitor awareness, equipment/premises lockout, equipment replacement, no action required etc)**

Corrective Actions Required:

NB: Attach any other relevant documents eg: Police Report, First Aid Report, Workcover Report etc

EMERGENCY MANAGEMENT PLAN (EMP)

For On-Water Racecourse Crews

26th– 29th January 2023

This document is for use by the on-water race course crews and is an abridged version of the full FOS EMP. The Emergency Response Guidelines enclosed related

Key Personnel

Name	Event Role	EMP Responsibility	VHF	Contact #
Steve Harper **	RGYC General Mgr	Chief Warden		0423 886 960
Drew Malcolm **	Sailing & Boating Mgr	Warden		0439 275 294
Ray Bedson	Safety Officer	Area Warden		0400 932 444
Chris Parker	Safety & Traffic	Area Warden		0407 315 536
Denis Thompson **	Principal Race Officer	On Water Supervisor	16,71	0417 686 640
Steve Kidson	Race Officer		71	0412 337 297
Steve Aulich	Race Officer		72	0448 777 169
Kevin Wilson	Race Officer		73	0419 527 427
Ross Wilson	Race Officer		74	0438 818 008
Phillip Collyer	Race Officer		15	0407 096 294
Ray Goodwin	Radio Room	Radio Room	16,71	0417 015 536
Leigh McClusky	Communications Mgr	Communications Officer		0411 711 780

** The On Water Emergency Control Organisation (ECO) will comprise Steve Harper, Drew Malcolm and Denis Thompson or their nominated representative

Club Location

Address: Royal Geelong Yacht Club, 25 Eastern Beach Rd, Geelong, Vic, 3220

Melways: Map 452 D3

Google Maps link: [Click Here](#)

Lat & Long: 38° 8' 42.9612" S, 144° 21' 58.3992" E
                   -38.145267°, 144.36639°

Media Management

In the event of an emergency situation, all media enquiries are to be directed to the following:

- Club General Manager, Steve Harper 0423 886 960
- RGYC Commodore, Roger Bennett 0417 124 185
- FOS Chair, Paul Buchholz 0419 527 600
- Communications Officer, Leigh McClusky 0411 711 780

> **UNDER NO CIRCUMSTANCES SHOULD ANY OTHER PERSON OR ORGANISATION SPEAK TO THE MEDIA REGARDING AN EMERGENCY**

On-Water Incident Management

All on-water incidents will initially be communicated to the Radio Room using VHF Channel 16 or the VHF channel applicable to the particular race course (as per Sailing Instructions). This communication will be from the vessel affected in terms of that vessel's safety protocols. In most instances either the PRO or a Warden will be monitoring radio communication on that channel.

If the situation is deemed severe or moderate, the first action will be to contact emergency services on 000, followed by the transferring the communication to mobile phone.

<div style="border:1px solid red;color:red">

NB: If and when Victorian Water Police are involved in any on-water incident, they will have absolute discretion with regards to the management and coordination of the emergency response

</div>

When appropriate, the PRO and ECO will be contacted to be advised of the situation. If the radio room is manned by two people during racing, this may occur concurrently with the above actions.

On-water Incident and emergencies reported may include, but not limited to:

❖ **Severe Incident – immediate action to call 000 then contact ECO**

- ➢ Man overboard (MOB) for greater than 10 minutes
- ➢ Potential loss of life
- ➢ Mayday call
- ➢ EPIRB activation

❖ **Moderate Incident – immediate call to call 000 then contact ECO**

- ➢ Damage to vessel (may include collision, fire, rigging down, broken rudder etc.)
- ➢ Sinking vessel
- ➢ MOB if retrieval not immediate or not readily possible
- ➢ Serious injury
- ➢ Potential weather deterioration
- ➢ Potential for incident to become a Severe Incident

❖ **Minor Incident –ECO to monitor situation and call 000 if required**

- ➢ Crew injury
- ➢ Pan-Pan call

On-Water Emergency Evacuation Locations

➢ **Passage Race Start** – Thursday 26th January 2023

The Primary Evacuation Location for Ambulances or other emergency services to meet vessels with injured people is at the Travel Lift Slot, Royal Yacht Club of Victoria, 120 Nelson Place, Williamstown Vic.
GPS 37°51.703'S 144°54,358'E
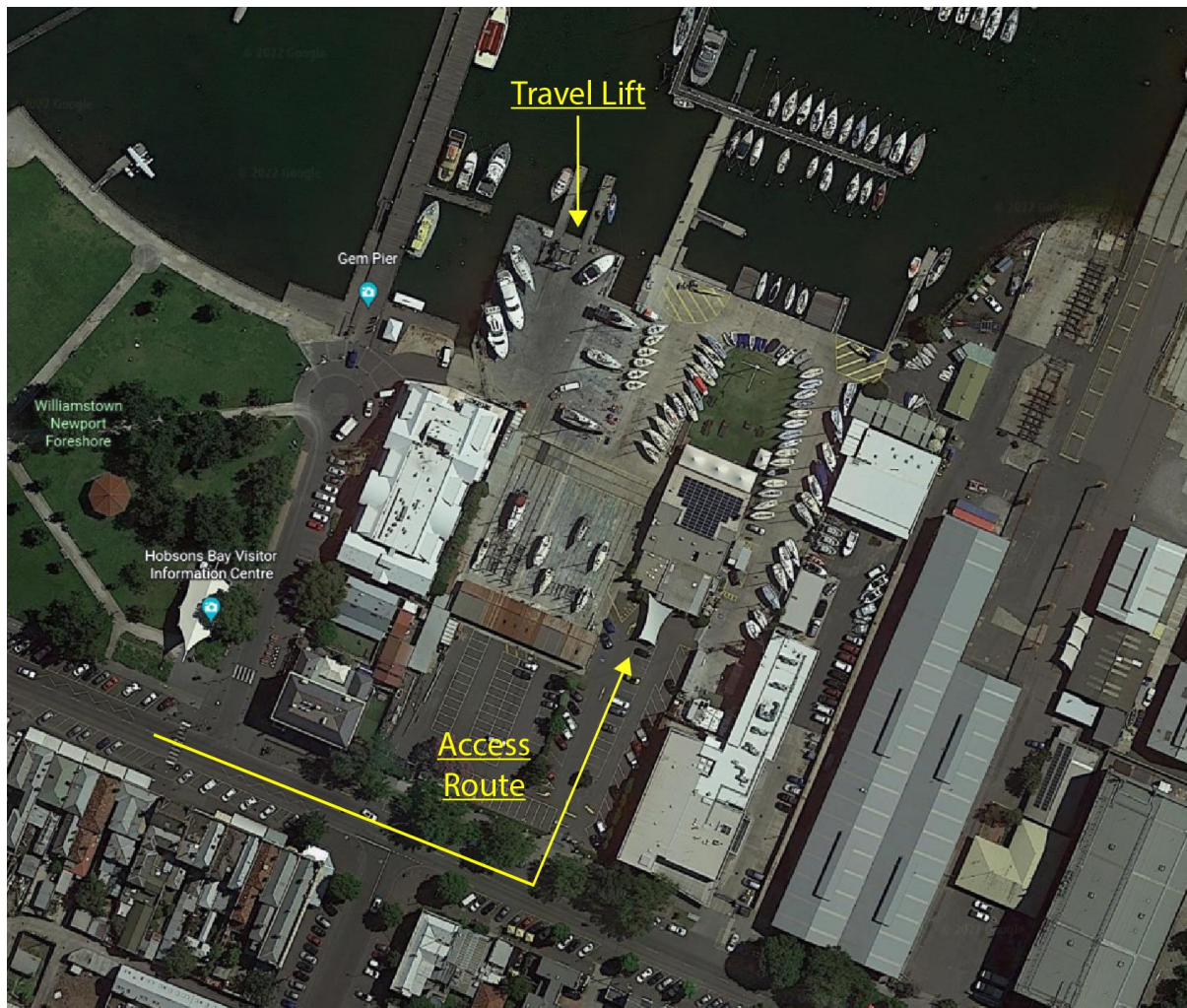
➢ **Passage Race and Outer Race Areas** – During the Passage Race and while in the outer harbour and Port Philip Bay areas, alternate emergency evacuation locations are located at:
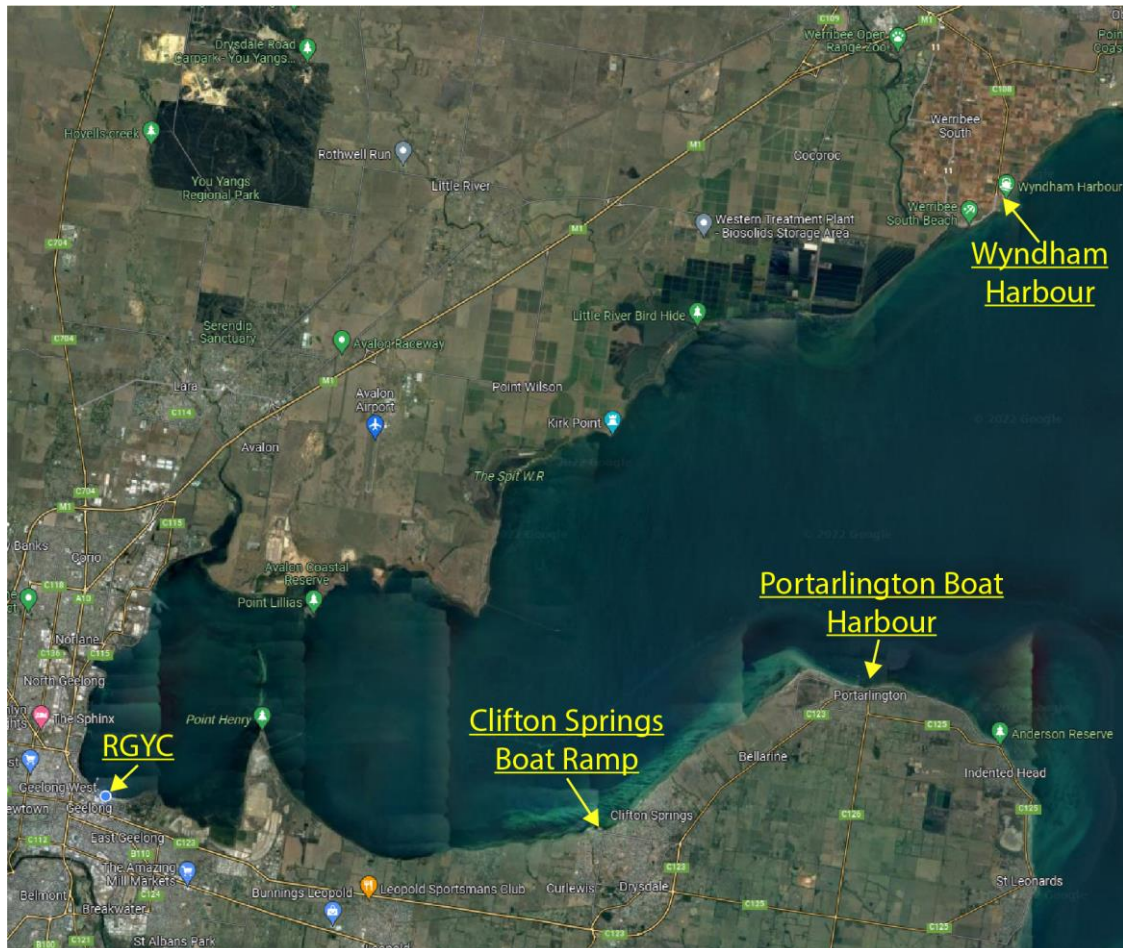
Clifton Springs Boat Ramp
38°9.328'S 144°33.179'E
Jetty Road, Clifton Springs, 3222

Portarlington Boat Harbour
36°6.706'S 144°39.340'E
1 Pier Street, Portarlington, 3223

Wyndham Harbour
37°58.030'S 144°42.468'E
50 Quay Boulevard, Werribee South, 3030

> ➢ **Geelong & Regatta Village** – For all other FOS racing events Thursday 26th January – Sunday 29th January 2023

The Primary Evacuation Location for Ambulances or other emergency services to meet vessels with injured people is the **Royal Geelong Yacht Club, accessed via Ritchie Bvd.**

Alternate evacuation points with public access to piers and jetties are located at:

Wangim Walk Wave Attenuator
38°8.524'S 144°21.969'E

Eastern Beach Boat Ramp at Limeburners Point
38°8.597'S 144°23.106'E

St Helens Boat Ramp
38°07.197'S, 144°21.566'E
Emergency Marker 60B

Emergency Response Guidelines

Crew Injury or Medical Situation

First person on scene:

- Provide first aid (if safe to do so)
- Move injured person to a neutral area if safe to do so
- Contact the Radio Room (if manned) via VHF, the course race officer via VHF or phone the Club (if radio room unmanned) to advise situation and request assistance if required. State:
  - Boat name
  - Location
  - Medical needs of crew
  - Assistance needed for the injured crew member

Radio Room or Club Staff (As Warden):

- Radio Room/Club Staff to transfer conversation to mobile phone
- Radio Room/Club Staff to contact 000 if instructed to do so
- Radio Room to ensure RO is aware of situation
- Radio Room/Club Staff to advise ECO of situation

Boat Skipper (As Warden):

- Proceed to emergency access point as directed via mobile phone
- Determine if other boats are in immediate area and contact if necessary.
- Effect what repairs are possible and / or clear equipment and fittings to enable access by rescue craft / persons.
- Keep rescuers informed about current situation
- Implement disaster plan level as appropriate

Warden:

- Ensure that RO, Chief Warden and Media Coordinator are aware of situation as required
- Coordinate support within marina
- Ensure clear access for emergency services if they have been involved
- Ensure Incident Report Form is completed

Man Overboard (MOB)

First person on scene (on board yacht):

- Ensure all other persons on board are safe
- **Commence emergency response rescue as per the yacht's emergency rescue plan**
- If MOB recovery is not imminent, call 000 if possible. If not, contact the Radio Room (if manned) via VHF, the course race officer via VHF or phone the Club (if radio room unmanned) to advise situation and request assistance if required. State:
  - Boat name
  - Location
  - Situation of MOB (e.g.: how long in water, wearing PFD, wearing protective apparel etc.)
- Issue personal safety equipment and have other equipment to hand
- Keep rescue crew informed about current situation

Radio Room or Club Staff (As Warden):

- Radio Room/Club Staff to transfer conversation to mobile phone
- Radio Room/Club Staff to contact 000 if instructed to do so
- Radio Room to ensure RO is aware of situation
- Radio Room/Club Staff to advise ECO of situation

Boat Skipper (As Warden):

- Determine if other boats are in immediate area and contact if necessary.
- Keep rescuers informed about current situation
- Implement emergency rescue plan

Warden:

- Ensure that RO, Chief Warden and Media Coordinator are aware of situation if required
- Ensure Incident Report Form is completed

<u>Yacht Capsize or Sinking</u>

First person on scene:

- Ensure all other persons are on board are safe and accounted for
- Attend to the immediate needs of any injured persons
- Determine the condition of the vessel
- **Commence emergency response as per the yacht's emergency rescue plan**
- If recovery of situation is not imminent, call 000 if possible. If not possible, contact the Radio Room (if manned) via VHF, the course race officer via VHF or phone the Club (if radio room unmanned) to advise situation and request assistance if required. State:
  - Boat name
  - Location
  - Status of boat and crew
- Issue personal safety equipment and have other equipment to hand
- Keep rescue crew informed about current situation

Radio Room (As Warden):

- Radio Room to transfer conversation to mobile phone
- Radio Room to contact 000 if instructed to do so
- Radio Room to ensure RO is aware of situation
- Radio Room to advise ECO of situation

Boat Skipper (As Warden):

- Determine if other boats are in immediate area and contact if necessary.
- Keep rescuers informed about current situation
- Implement emergency rescue plan

Warden:

- Ensure that RO, Chief Warden and Media Coordinator are aware of situation if required
- Ensure Incident Report Form is completed

Yacht Collision

First person on scene:

- Ensure all other persons on board are safe and accounted for
- Attend to the immediate needs of any injured persons
- Determine the condition of the vessel
- **Commence emergency response as per the yacht's emergency rescue plan**
- If recovery of situation is not imminent, contact the Radio Room (if manned) via VHF, the course race officer via VHF or phone the Club (if radio room unmanned) to advise situation and request assistance if required. State:
  - Boat name
  - Location
  - Situation of boat(s) and crew
- Issue personal safety equipment and have other equipment to hand
- Effect repairs if possible and or clear equipment and fittings to enable access by rescue craft/persons
- Keep rescue crew informed about current situation

Radio Room (As Warden):

- Radio Room to transfer conversation to mobile phone
- Radio Room to contact 000 if instructed to do so
- Radio Room to ensure RO is aware of situation
- Radio Room to advise ECO of situation

Boat Skipper (As Warden):

- Determine if other boats are in immediate area and contact if necessary.
- Keep rescuers informed about current situation
- Implement emergency rescue plan

Warden:

- Ensure that RO, Chief Warden and Media Coordinator are aware of situation if required
- Ensure Incident Report Form is completed

RGYC Marina Emergency Fittings and Evacuation Plan