



# EMERGENCY RESPONSE MANUAL

## CONTENTS

### Contents

|  |        |
|--|--------|
| CONTENTS .....                                     | - 1 -  |
| EMERGENCY RESPONSE DATA .....                      | - 2 -  |
| RMYS EMERGENCY CONTACTS.....                       | - 3 -  |
| RMYS SITE SERVICES AND TRADES .....                | - 4 -  |
| OTHER SERVICES .....                               | - 4 -  |
| STANDARD EVACUATION PLAN.....                      | - 5 -  |
| LOSS OF POWER (BLACK OUT) .....                    | - 6 -  |
| FUEL and CHEMICAL SPILLS .....                     | - 7 -  |
| GAS LEAK .....                                     | - 8 -  |
| BOMB THREAT .....                                  | - 9 -  |
| FIRE IN MAIN BUILDING .....                        | - 10 - |
| FIRE IN YARD .....                                 | - 11 - |
| FIRE ON BOAT.....                                  | - 12 - |
| MAN OVERBOARD IN MARINA.....                       | - 13 - |
| MEDICAL TREATMENT .....                            | - 14 - |
| SINKING BOAT .....                                 | - 15 - |
| EVACUATION OF MARINA.....                          | - 16 - |
| KEELBOAT AND OFF THE BEACH RACING EMERGENCIES..... | - 17 - |
| ATTACHMENT 1 – LOCATION MAP .....                  | - 18 - |
| ATTACHMENT 2 – GROUND FLOOR PLAN .....             | - 19 - |
| ATTACHMENT 3 – FIRST FLOOR PLAN.....               | - 20 - |
| ATTACHMENT 4 – ROOF PLAN.....                      | - 21 - |
| ATTACHMENT 5 – MARINA PLAN .....                   | - 22 - |
| ATTACHMENT 6 – TELEPHONE THREAT FORM .....         | - 23 - |
| ATTACHMENT 7 – RMYS INCIDENT REPORT FORM.....      | - 24 - |
| Document revisions .....                           | - 26 - |



## EMERGENCY RESPONSE DATA

**Address:** Pier Road, St Kilda, Vic 3182

**Postal Address:** P.O. Box 2001 St Kilda West VIC 3182

**Contacts:**

Matt Solly - General Manager

Tel: (03) 9534 0227

Mobile: 0419 531 745

Email: [manager@rmys.com.au](mailto:manager@rmys.com.au)

Web: [www.rmys.com.au](http://www.rmys.com.au)

Damien Ryan – Operations Manager

Tel: (03) 9534 0227

Mobile: 0412 137 183

Email: [opsmanager@rmys.com.au](mailto:opsmanager@rmys.com.au)

### Royal Melbourne Yacht Squadron

RMYS is located on a triangular piece of land in the south west corner of Catani Gardens about 6km south east of Melbourne's CBD at the shore end of the St Kilda pier opposite Pier Road concourse, Parts of the site are accessible to its 900 members 24 hours per day, 7 days per week.

The Melways reference is 2N J6. The coordinates are 37° 51' 48"S, 144° 58' 17"E.

See the attached drawings for further details.

Access is via an electronic FOB activated main front door on the east side (during office and bar opening hours) and via electronic FOB activated personnel gates on Pier Road. There is a gravel road with gate to the front door from the southern side of the building. Access to the marina is via fob activated main gate and gates on each arm.

RMYS comprises distinct components:

- 1) The Clubhouse with a plan building area of approximately 850 sq meters on 3 levels including the roof top - see Attachments 2, 3 and 4
- 2) The boat yard (1,400 sq meters) and slipway
- 3) The marina at the end of the St Kilda jetty on the north side - see Attachment 5.

### **What happens when you call Triple Zero (000)?**

When you dial **000**, you will be asked "Police, Fire or Ambulance?"

- Tell the operator which services you require.
- Your call will be transferred through to the emergency service you request, who will take details of the situation.
- Stay on the line, speak slowly and clearly; answer the operator's questions.
- You will be asked to provide details of where you are, including street number, name and nearest cross street, and locality.
- Don't hang up until the operator has all the information they need, you may be asked to wait for a police officer at an arranged location.
- If you say there is a marina fire, they will despatch the MFB fire boat Prometheus.



## RMYS EMERGENCY CONTACTS

| Requirement  | Responsible Party   |   | Phone  |
|--|---|---|--|
| Contact Squadron office  | Monday – Sunday between 9-5   |   | 9534 0227                                    |
| After hours 9534 0227 is redirected to General Manager's phone   | <b>General Manager</b><br><b>Operations Manager</b><br><b>food&amp;desire Manager</b> | Matt Solly<br>Damien Ryan<br>Adam Petrie                            | 0419 531 745<br>0412 137 183<br>0401 002 052 |
| <b>Chief Warden</b>  |   | Damien Ryan   | 0412 137 183                                 |
| <b>First Aiders</b>  |   | Leigh Brennan-Smith   | 0412 196 301                                 |
| <b>FIRE / POLICE / AMBULANCE</b>   |   |   | <b>000</b>                                   |
| <b>Coast Guard St. Kilda</b>   |   |   | 9525 3714                                    |
| <b>St Kilda Police</b>   |   |   | 9536 2666                                    |
| <b>Water Police &amp; Search and Rescue</b>  |   |   | 9399 7500                                    |
| <b>Doctor</b>  | St Kilda Super Clinic   | Level 1, Acland Court<br>156-160 Acland Street<br>St Kilda VIC 3182 | 9525 5766                                    |
| <b>Hospital</b>  | Alfred Hospital   | Commercial Road,<br>Pahran  | 9276 2000                                    |
| <b>MEDIA – ALL enquiries from the media are to be referred to the Manager and/or the Commodore “Who will make a statement to the Media shortly.”</b> |   |   |  |



## RMYS SITE SERVICES AND TRADES

|                            |  |  |  |
|----------------------------|--|--|--|
| <b>Electricity</b>         | ORIGIN - Marina power<br>AGL- Building power | Origin - Enquiry<br>Emergency<br><br>Origin General Enquiry<br>Powercor for all emergencies????? | <b>132 461</b><br><b>132 099</b><br><b>133 835</b><br><b>132 412</b> |
| <b>Gas</b>                 | AGL  | General Enquiry<br>Emergency   | <b>131 245</b><br><b>131 766</b>                                     |
| <b>Water/Sewer</b>         | South East Water                             | General Enquiry<br>Emergency   | <b>131 694</b><br><b>139 283</b>                                     |
| <b>Telstra</b>             |  | Faults<br>Directory Assistance   | <b>132 999</b><br><b>1223</b>  |
| <b>Dial before you dig</b> |  |  | <b>1100</b>  |
| <b>Electrician</b>         | Peter Wilkie                                 |  | <b>0412 320</b><br><b>925</b>  |
| <b>Plumber</b>             | George Wilson                                |  | <b>9583 6793</b>   |

## OTHER SERVICES

|                                  |   |  |                     |
|----------------------------------|---|--|---------------------|
| <b>Poisons Hotline</b>           |   |  | <b>131 126</b>      |
| <b>State Emergency Service</b>   |   |  | <b>132 500</b>      |
| <b>EPA- Fuel/Chemical Spills</b> | <b>*DO NOT CALL until discussed with RMYS Management*</b> |  | <b>1300 373 842</b> |
| <b>Security Contractor??</b>     |   |  |                     |
| <b>Alarm system failure??</b>    |   |  |                     |
|                                  |   |  |                     |



## STANDARD EVACUATION PLAN

1. Evacuation from the Squadron building or the yard can be required for a number of reasons – fire, gas leak, chemical spill, etc, In all cases call the MFB by ringing 000.
2. The Muster Point is always the Captain Cook statue at south end of the Catani Gardens.
3. If an evacuation is required, all floors are to be vacated including the roof.
4. Disabled personnel are to be assisted to the Muster Point.
5. Injured personnel are to be assisted to the Muster Point and given first aid and an Ambulance called if necessary.
6. The Chief Warden will organise an inspection of each floor to ensure the building is empty.
7. The Chief Warden will allocate tasks as appropriate until the MFB arrives.
8. No one is permitted to re-enter the building **or the yard** without the express permission of the Chief Warden.
9. When the MFB arrive, they take responsibility for all actions and access in relation to the building and the yard.
10. When the Chief Warden asks people and staff to leave the building they are only to take personal items with them. They are to turn off any power, gas or cooking items that they were using.
11. When the MFB have declared the building and yard safe, the Chief Warden will implement a Cleanup Plan and Strategy to make good.
12. The Chief Warden and General Manager will ascertain the extent of the damage. If instructed, staff are to assist in securing the site.
13. File Incident Report.

| REFER TO CLUBHOUSE GROUND FLOOR SITE PLAN WHICH INDICATES FIRST AID KITS |                |         |
|--|----------------|---------|
| Attachment 2 Site Plan – Clubhouse Ground Floor                          | Needs updating | Page 19 |
| Attachment 3 Site Plan – Clubhouse First Floor                           |                | Page 20 |
| Attachment 4 Site Plan – Clubhouse Roof top                              |                | Page 21 |



## LOSS OF POWER (BLACK OUT)

1. Establish exact loss of power to which areas of the facility.
2. Contact the Chief Warden and the General Manager.
3. Contact Powercor 13 24 12 and request information related to the outage. If it is a complete black out you will need to use a mobile phone as the landlines will be down. Request a reference number related to your call.
4. Issue staff with torches – RMYS has 4 fully charged torches, 2 located upstairs one in the Olympic Bar and one in the kitchen and 2 downstairs located in the emergency response drawer near the front window of the office.
5. The Chief Warden may give instructions to evacuate. If this is given, follow the standard evacuation plan.
6. If it is safe to do so and a complete black out during trading hours, in the interests of safety ask staff to assist guests and members in evacuating the building. Battery backup emergency lights will give some lighting to assist with the evacuation.
7. **On the advice of the Chief Warden or the Manager on Duty ring the St Kilda Police 9536 2666 to advise them of the situation and request a service van be sent down to assist.**
8. If Powercor cannot advise when power will be restored; prepare to secure and lock down the clubhouse. **Please note:** Once that the battery backup of the electronic doors runs flat the security system and doors will not be active and may leave the building unlocked. RMYS and or food&desire staff are **not** to leave the building until the Chief Warden or a Manager is onsite. A security contractor may need to be arranged to maintain security at the building until power has been restored.
9. Notify food&desire Manager to advise of the impact on trading including upcoming or running events and functions and perishable items.
10. File Incident Report.

NB: This emergency procedure needs to be drilled. The Chief Warden is responsible for arranging this drill program.

REFER TO CLUBHOUSE GROUND FLOOR SITE PLAN WHICH INDICATES FIRST AID KITS

Attachment 2 Site Plan – Clubhouse Ground Floor Needs updating  
Attachment 3 Site Plan – Clubhouse First Floor  
Attachment 4 Site Plan – Clubhouse Roof top

Page 19  
Page 20  
Page 21



## FUEL and CHEMICAL SPILLS

1. Contact Chief Warden or Operations Manager or General Manager.
2. Ascertain type and source of spill i.e. diesel, petrol, oil or other.
3. The Chief Warden may give instructions to evacuate, if this is given follow the standard evacuation plan.
4. If spill is petrol or similar explosive material, clear area of any unnecessary persons. The Chief Warden or General Manager will turn off all electrical power to the area. Avoid all flames, hot surfaces and sparks.
5. If it is safe to do so, control and contain the cause of the spill and contact boat owner.
  - a) Turn off bilge pumps.
  - b) If the spill is within the yard,
    - i. fit booms to block drains and oil pads around the spill to contain the spill from entering the storm water drains and affecting other assets around the cause of the spill.
    - ii. Cover the spill with the absorbent matter contained in the spill control kit.
    - iii. The spill control kit is located in the yard near the work shop in a large yellow wheelie bin.
  - c) If the spill is on the marina,
    - i. Disperse the spill using dispersant from the marina spill kits. Extra dispersant can be obtained from the RMYS workshop.
    - ii. Fit booms around the source of the spill.
    - iii. Marina spill kits are located inside the arm gates in large yellow wheelie bins.
6. In case of HEAVY SPILLS e.g. greater than 50 litres which you are unable to control, contact EPA **1300 372 842** (Oil Spill).
7. Dispose of contaminated materials in appropriate receptacles.
8. Monitor until situation is resolved.
9. Chief Warden and General Manager to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If required; Chief Warden to implement a Cleanup Plan and Strategy to make good.
10. File Incident Report.

REFER TO CLUBHOUSE GROUND FLOOR, FIRST FLOOR AND MARINA SITE PLANS WHICH INDICATE SUB BOARDS, SPILL KIT BINS, FIRE EXTINGUISHERS, FIRE HOSE REELS, FIRST AID KITS AND FIRE HYDRANT LOCATIONS.

Attachment 2 Site Plan – Clubhouse Ground Floor update required  
Attachment 3 Site Plan – Clubhouse First Floor  
Attachment 5 Site Plan – Marina

Page 19  
Page 20  
Page 21



## GAS LEAK

1. If you smell gas or think you have a gas emergency contact the Chief Warden or General Manager.
2. The Chief Warden to call **MFB on 000**.
3. The Chief Warden may give instructions to evacuate. If it is safe to do so, leave doors open to aid in ventilating the gas from the area. Follow the standard evacuation plan; however, choose the quickest path to an external door.
4. **Under no circumstances, unless the Chief Warden has advised it is safe to do so, should anyone:**
  - a) **Turn on or off any electrical device**
  - b) **Use a mobile phone, torch, etc.**
  - c) **Light a naked flame or use sparking devices (e.g. a cigarette or lighter)**
5. **Gas Shut Off Valve – Kitchen** If your evacuation path takes you past the gas shut off valve & stop button in the kitchen turn the handle to isolate the gas and hit the stop valve button.
6. **Gas Shut Off Valve – Yard** If your evacuation path takes you past the gas meter in the yard turn the red handle to isolate the gas from the building. Diagrams at each location will guide you in the correct off position.
7. Chief Warden to co-ordinate with staff and contractors to carry out check of all areas, identify if people are missing and to account for all visitors and general public; if there are any anomalies, arrange search.
8. Only on the advice of Chief Warden, staff and general public should return to building or leave premises.
9. Chief Warden and General Manager to ascertain the extent of the damage. If instructed, staff are to assist in securing the site.
10. File Incident Report.

Attachment 2 Site Plan – Clubhouse Ground Floor needs update  
Attachment 3 Site Plan – Clubhouse First Floor  
Attachment 4 Site Plan – Clubhouse Roof top

Page 19  
Page 20  
Page 21





## **BOMB THREAT????**

1. Bomb threat received by telephone - remember to remain calm and **DO NOT HANG UP**.
2. Obtain as much information as possible and write this information down immediately in case it is required later; record date, time and duration, and any background noises. Write down the exact wording of the threat; refer to Attachment 6: MFB Telephone Threat Checklist.
3. Do not alert everyone to the threat. Remain calm and advise Chief Warden and General Manager. Follow instructions given. Report call immediately to **POLICE 000**.
4. If a suspect device is found, do not touch it. Alert Chief Warden and General Manager, and if it is safe to do so, cordon off the area.
5. The Chief Warden may give instructions to evacuate. If these instructions are given follow the directions from the Chief Warden.

**Note: You may be advised to proceed to a different muster point.**

6. File Incident Report.

### **REFER TO MFB TELEPHONE THREAT CHECKLIST**

Attachment 6 - MFB Telephone Threat Checklist

Page 22



## FIRE IN MAIN BUILDING

1. Any person must immediately notify the Chief Warden and/or the General Manager and/or the Manager on Duty that a fire has commenced and which area of the premises is involved.
2. The Chief Warden is to advise the **MFB 000**.
  - a) The Chief Warden may give instructions to evacuate. If these instructions are given follow the standard evacuation plan.
  - b) Follow the green exit signs. They will always provide you with a safe path of egress, and lead to outside of the building. Go to the Captain Cook statue Muster Point in Catani Gardens.
  - c) If you are evacuating via a stairwell, proceed in single file using the inside handrail. Do not carry any object which may place you or others at risk. (Personal belongings e.g. handbags are accepted - cups of hot coffee are not).
  - d) **Do not use lifts**. They are only to be used with the authority of the MFB.
  - e) Where there are people with disabilities (e.g. persons with a physical, visual or auditory disability) please provide them with assistance, and report with them to the floor/area Warden. Wait until the floor/area has been evacuated. You may be placed at risk if you try to evacuate via the stairs when there are a large number of people. If you are unable to use the stairs, inform the Fire Warden of your location, by runner and follow their directions. Where evacuation is required, this should be managed by the emergency services.
    - i. Remember, if you are not at immediate risk, it may be safer to remain where you are.
    - ii. If you are on the fire affected floor, move away from the fire and wait in a safe for the Fire Service. **Ensure you have advised someone of your location??**.
3. The Chief Warden is to co-ordinate a check of all areas, to identify if people are missing and to account for all visitors and general public; if there are any anomalies, arrange a search.
4. The Chief Warden will advise if anyone should return to the building or leave the premises.
5. The Chief Warden and General Manager are to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If relevant, the Chief Warden is to implement a Cleanup Plan and Strategy to make good.
6. File Incident Report.

NB: This emergency procedure needs to be drilled. The Chief Warden is responsible for arranging this drill program.

REFER TO CLUBHOUSE GROUND FLOOR AND FIRST FLOOR SITE PLANS WHICH INDICATE FIRE HOSE REEL AND FIRE EXTINGUISHER LOCATIONS.

|   |                 |         |
|---|-----------------|---------|
| Attachment 2 Site Plan – Clubhouse Ground Floor | needs amendment | Page 19 |
| Attachment 3 Site Plan – Clubhouse First Floor  |                 | Page 20 |
| Attachment 4 Site Plan – Clubhouse Roof top     |                 | Page 21 |



## FIRE IN YARD

1. Immediately notify the Chief Warden or General Manager that a fire has commenced and which area of the premises is involved.
2. The Chief Warden or General Manager is to advise the **MFB 000**. Advise that the fire is not in the marina.
3. The Chief Warden is to manually open the gates of the yard area. If unable to do this immediately, Chief Warden is to delegate another staff member to open the gates. If the gates are padlocked, contact the Manager on Duty for the Master Key which is in the Main Office.
4. The Chief Warden may give instructions to evacuate. If this instruction is given follow the standard evacuation plan.
5. If it is safe to do so, attempt to extinguish the fire using the correct fire extinguishers and/or water.
6. If it is safe to do so, try and prevent the fire from spreading.
- 7.
8. If instructed by the Chief Warden, attempt to move vessel/s and/or car/s from the vicinity of the fire.
9. Hand over to the MFB.
10. Advise the MFB of the location of the flammable liquids store.
11. The Chief Warden and General Manager are to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If relevant, the Chief Warden is to implement a Cleanup Plan and Strategy to make good.
12. Advise owners of vessel/s and/or car/s affected.
13. File Incident Report.

REFER TO CLUBHOUSE GROUND FLOOR AND MARINA SITE PLAN WHICH INDICATES FIRE EXTINGUISHERS AND FIRE HOSE REELS LOCATIONS.



## FIRE ON BOAT

1. Immediately notify the Chief Warden and General Manager that a fire has commenced and which vessel/s are involved.
2. The Chief Warden is to advise the **MFB on 000** Advise that there is a fire in the St Kilda marina.
3. The Chief Warden is to co-ordinate **evacuation of all** persons from the area. Using loud hailers, hi-Viz jackets and equipment in the Wardens Stations.
4. .
5. If it is safe to fight the fire do so; Use Fire pumps if trained, extinguishers and fire hoses.
6. Try to prevent the fire from spreading.
7. If you believe you are in any danger, evacuate the area.
8. Hand over to MFB when they arrive.
9. Utilise and deploy containment booms if safe to do so.
10. The Chief Warden and General Manager are to ascertain the extent of the damage, remove debris, foam etc. from area and ensure all spills have been cleaned and removed. If instructed, staff are to assist in securing the site. If relevant, the Chief Warden is to implement a Cleanup Plan and Strategy to make good.
11. Secure vessel.
12. Notify vessel owner/s.
13. File Incident Report.

NB: This emergency procedure needs to be drilled. The Chief Warden is responsible for arranging this drill program.

REFER TO MARINA SITE PLAN WHICH INDICATES FIRE PUMPS, FIRE EXTINGUISHERS AND FIRE HOSE REELS LOCATIONS.



## MAN OVERBOARD IN MARINA

1. Call **"MAN OVERBOARD"** to bring the incident to the attention of others in the area. Seek assistance of any persons nearby to immediately notify Operations Manager and/or Manager on Duty.
2. Establish whether victim is conscious and their ability to swim.
3. Attempt to recover victim from water by using life rings. Life rings are located on each marina arm and the main walkway near the light poles, along with ladders between each arm for the person to climb out or direct person to nearest boat stern platform.
4. If the person is unable to assist with their own recovery, other efforts should be made to recover them (where it is safe to do so).
5. Call **AMBULANCE 000 and commence CPR** if the person is unconscious and/or unresponsive.
6. If the person is conscious, alert the First Aid officer and apply First Aid if necessary.
7. Take victim to local medical clinic to be checked unless they are perfectly well.
8. File Incident Report.

NB: This emergency procedure needs to be drilled. **The SH&E Committee are responsible for arranging this drill program.**

REFER TO MARINA SITE PLAN WHICH INDICATES LIFE RING AND LADDER LOCATIONS.



## MEDICAL TREATMENT

1. Remove patient from danger if you can.
2. Ascertain cause of emergency and seek assistance of any persons nearby to immediately notify Manager on Duty. Apply first aid if qualified or advise the First Aid Officer. Depending on the seriousness of injuries:
  - a) If minor; call First Aid Officer and act as advised.
  - b) If the person is unresponsive, unconscious or there is any threat to their life, call **AMBULANCE 000** then advise the First Aid Officer.
  - c) In the case of sudden cardiac arrest; act quickly and calmly:
    - i. Call **AMBULANCE 000** and notify Manager on Duty;
    - ii. Commence CPR immediately;
    - iii. Quickly get the Defibrillator and bring it to the victim's side. The defibrillator is located in the Olympic Bar on the right hand side of the kitchen door. Press the green on/off button and follow the voice prompts exactly to get the defibrillator working;
    - iv. Continue CPR until told otherwise by an emergency services officer (or if instructed by the defibrillator not to touch the patient);
    - v. **Check the immediate environment for flammable gases. Do not use the defibrillator in the presence of flammable gases, such as an oxygen tent; however it is safe to use on someone wearing an oxygen mask?.**
3. File Incident Report.

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

|   |                |         |
|---|----------------|---------|
| Attachment 2 Site Plan – Clubhouse Ground Floor | NEEDS AMENDING | Page 19 |
| Attachment 3 Site Plan – Clubhouse First Floor  |                | Page 20 |
| Attachment 5 Site Plan – Marina                 |                | Page 21 |



## SINKING BOAT

1. Check if anybody is on board. Contact the Operations Manager, RMYS Office and boat owner if possible.
2. Ascertain possible cause of leak and attempt to stop leak.
3. Turn on bilge pump, or use manual bilge pump to remove water.
4. If required organise emergency pump from marina.
5. If own pump not successful, notify **FIRE BRIGADE OR WATER POLICE 000??**.
6. Check if bilges are oily. If so collect soaker pads from spill kit and insert in bilges.
7. Deploy containment booms as appropriate.
8. Dispose of contaminated spill in appropriate receptacle
9. Only under the advice of the Operations Manager; move vessel to shallow water or slip vessel.
10. File Incident Report.

REFER TO MARINA SITE PLANS WHICH INDICATE EMERGENCY PUMP AND SPILL KIT BINS LOCATIONS.



## EVACUATION OF MARINA

1. There are several occurrences that may require evacuation of the marina including, boat fire, gas leak, chemical spill, police emergency, etc.
2. If a situation occurs that could require evacuation of the marina, call **000** and notify the General Manager and the Operations Manager.
3. The Operations Manager and/or the General Manager will manage the evacuation of the marina onto the St Kilda Pier so that people are safe and emergency personnel have clear access onto the marina. Use the loud hailers and Hi-Viz jackets located in the Warden Stations on the marina
4. If people are trapped at the end on an arm, remove them by boat if possible. Only use swimming as a last resort.
5. The MFB will take control of all emergency procedures when they arrive. All staff are to obey all instructions from MFB personnel.
6. If the Operations Manager instructs all persons to evacuate the marina, the assembly area is on the St Kilda Pier, unless otherwise instructed.
7. Where there are people with disabilities (e.g. persons with a physical, visual or auditory disability – temporary or permanent), please provide them with assistance.
8. The Operations Manager is to co-ordinate with a Deputy to carry out a check of all areas, identify if people are missing and to account for all visitors and general public.
9. Only on the advice of the Operations Manager should staff and general public return to the marina.
10. The Operations Manager and General Manager are to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If relevant; Operations Manager is to implement a Cleanup Plan and Strategy to make good.
11. File Incident Report.

REFER TO MARINA SITE PLANS WHICH INDICATE FIRE HOSE REEL and FIRE EXTINGUISHER LOCATIONS





## KEELBOAT AND OFF THE BEACH RACING EMERGENCIES

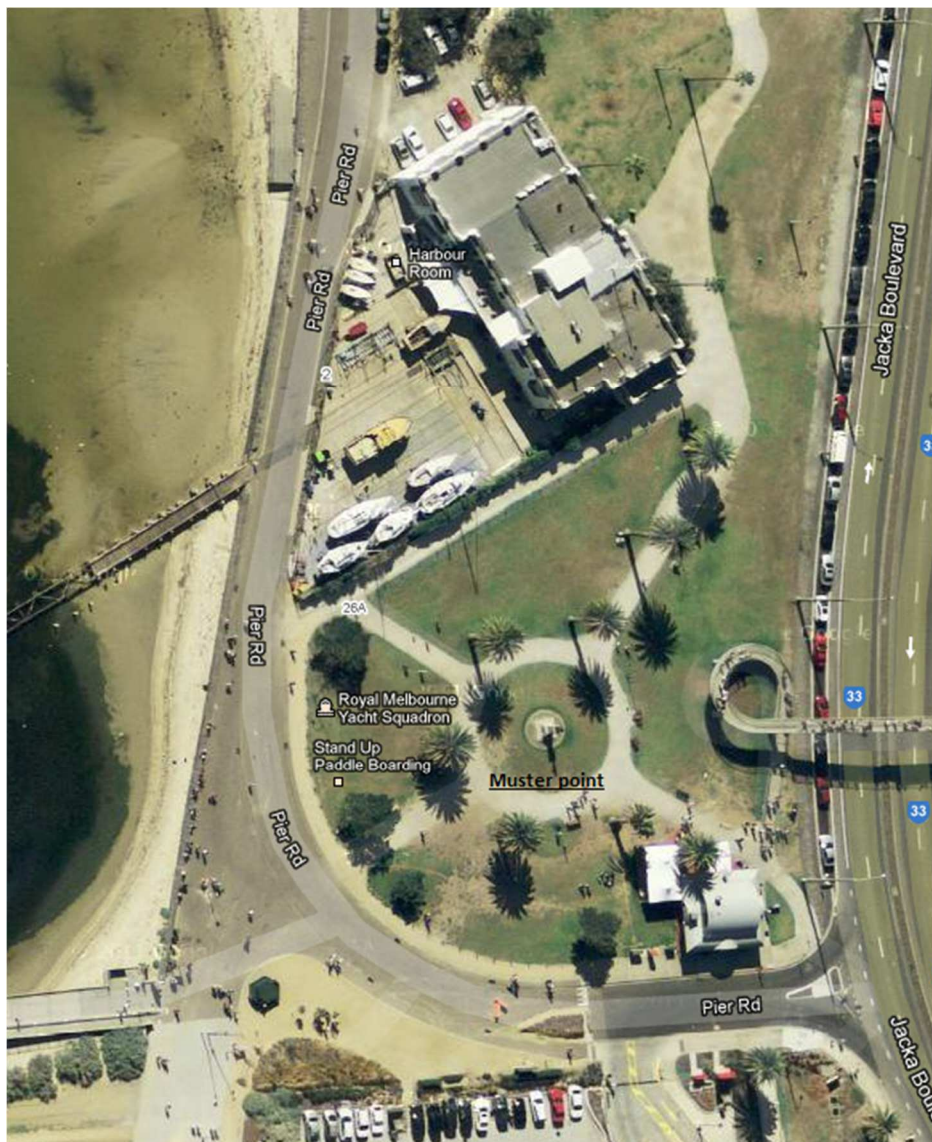
Refer to RMYS On-Water Safety Plan.



## ATTACHMENT 1 – LOCATION MAP

RMYS is located at the end of the St Kilda pier opposite Pier Road concourse West St Kilda.

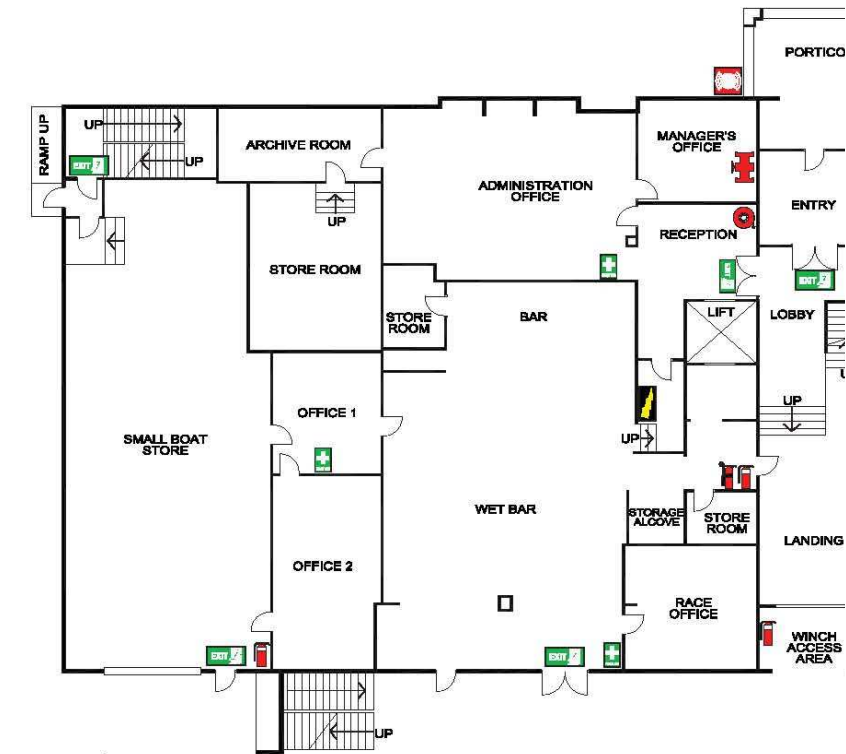
The Melways reference is 2N J6, and is approximately 6 Km South East of Melbourne. Keys for vehicles to access the pier are available in the RMYS office.





## ATTACHMENT 2 – GROUND FLOOR PLAN

# EVACUA Royal Melb



GROUND FLOOR PLAN

### YOUR ASSEMBLY AREA IS:

**PRIMARY:** Captain Cook Statue - South Parklands

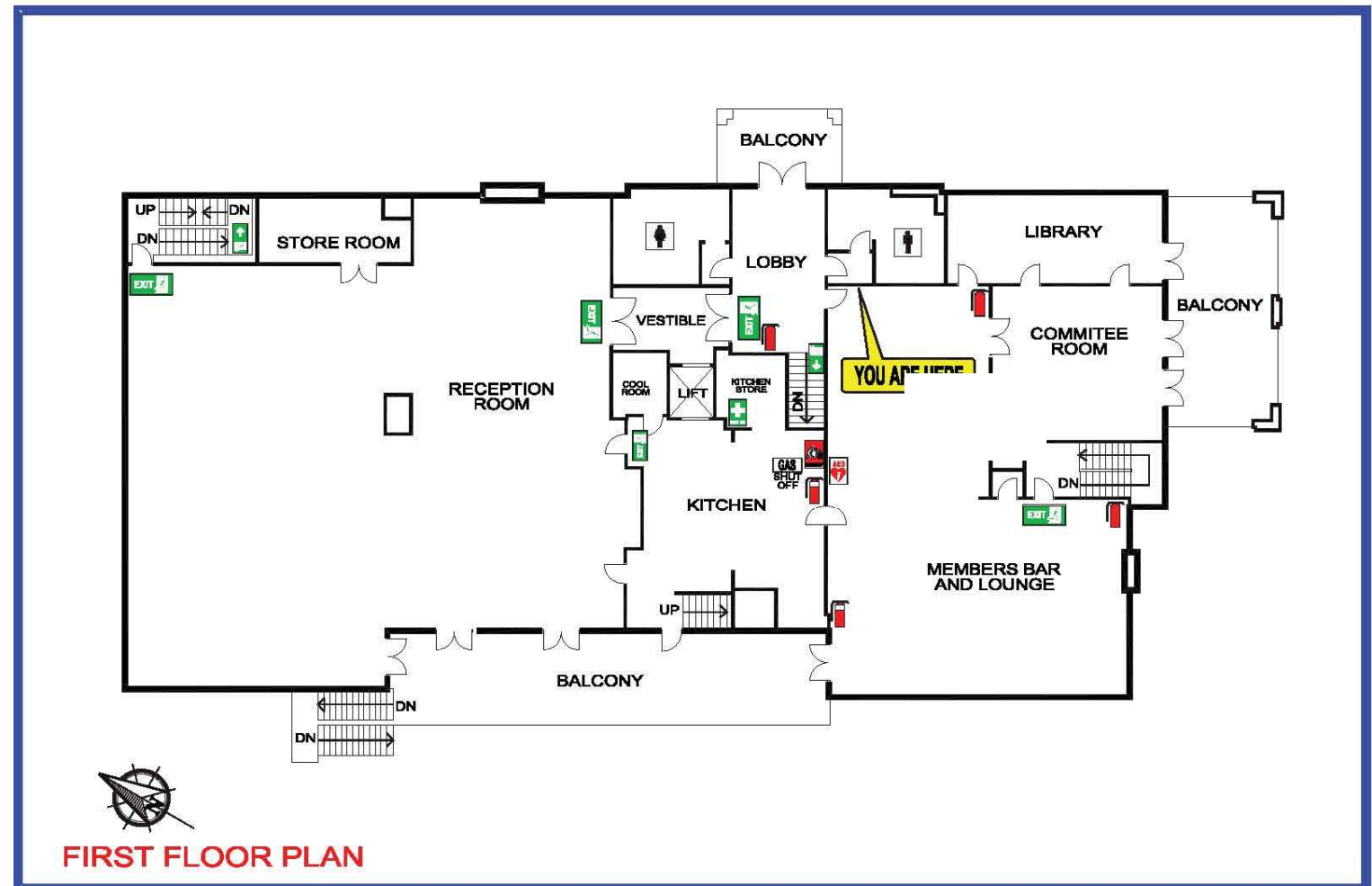
DATE: August 2013



## ATTACHMENT 3 – FIRST FLOOR PLAN

# EVACUATION DIAGRAM

## Royal Melbourne Yacht Squadron



### YOUR ASSEMBLY AREA IS:

**PRIMARY:** Captain Cook Statue - South Parklands

### IN ANY EMERGENCY DIAL



**000**

AND ASK FOR FIRE BRIGADE,  
POLICE OR AMBULANCE









## ATTACHMENT 5 – MARINA PLAN

# Marina Safety Equipment Plan





## ATTACHMENT 6 – TELEPHONE THREAT FORM



METROPOLITAN FIRE BRIGADE

### 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)

##### CALLER'S VOICE:

- |                                 |                                      |                                     |   |
|---------------------------------|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> MALE   | <input type="checkbox"/> SLOW        | <input type="checkbox"/> SLURRED    | <input type="checkbox"/> DEEP BREATHING         |
| <input type="checkbox"/> FEMALE | <input type="checkbox"/> RAPID       | <input type="checkbox"/> NASAL      | <input type="checkbox"/> CRACKING VOICE         |
| <input type="checkbox"/> OLD    | <input type="checkbox"/> SOFT        | <input type="checkbox"/> STUTTERING | <input type="checkbox"/> DISGUISED              |
| <input type="checkbox"/> YOUNG  | <input type="checkbox"/> LOUD        | <input type="checkbox"/> LISPING    | <input type="checkbox"/> IRRATIONAL             |
| Estimated Age .....             | <input type="checkbox"/> LAUGHING    | <input type="checkbox"/> RASPY      | <input type="checkbox"/> FAMILIAR               |
| Accent (specify) .....          | <input type="checkbox"/> EMOTIONAL   | <input type="checkbox"/> ABUSIVE    | <input type="checkbox"/> INCONSISTENT           |
|                                 | <input type="checkbox"/> WELL SPOKEN | <input type="checkbox"/> INCOHERENT | <input type="checkbox"/> RECORDED               |
|                                 | <input type="checkbox"/> FOUL        | <input type="checkbox"/> CLEAR      | <input type="checkbox"/> MESSAGE READ BY CALLER |

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

- |  |  |  |                                     |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> STREET NOISES | <input type="checkbox"/> HOUSE NOISES      | <input type="checkbox"/> CLEAR         | <input type="checkbox"/> LOCAL CALL |
| <input type="checkbox"/> CROCKERY      | <input type="checkbox"/> MOTOR / ENGINE    | <input type="checkbox"/> MUFFLED       | <input type="checkbox"/> STD        |
| <input type="checkbox"/> VOICES        | <input type="checkbox"/> AIRCRAFT          | <input type="checkbox"/> STATIC        | <input type="checkbox"/> ISD        |
| <input type="checkbox"/> PA SYSTEM     | <input type="checkbox"/> OFFICE MACHINERY  | <input type="checkbox"/> FADING        | <input type="checkbox"/> MOBILE     |
| <input type="checkbox"/> MUSIC         | <input type="checkbox"/> FACTORY MACHINERY | <input type="checkbox"/> LOCAL         |                                     |
|  | <input type="checkbox"/> ANIMAL NOISES     | <input type="checkbox"/> LONG DISTANCE |                                     |

**CALL TAKEN:** Date & Time: ..... Duration of call: ..... Call received on: .....  
(Identify line / extension)

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

P282 – 02/05

Reproduced with permission of Australian Bomb Data Centre



## ATTACHMENT 7 – RMYS INCIDENT REPORT FORM

### RMYS INCIDENT REPORT

Allocated Reference number as per register:.....

#### Part 1 – Incident (Mandatory)

**INCIDENT TYPE:** Safety ☐ Injury ☐ Near Miss ☐ Harassment ☐ Security ☐  
Environmental ☐ Other ☐

Date / Time: \_\_\_\_\_

Location: Club ☐ Yard ☐ Marina ☐ Beach ☐ Other ☐

Type of Loss / Damage: Personal Injury ☐ Personal Property ☐  
RMYS Property ☐ Other ☐

Estimated value of loss (if applicable): \$ \_\_\_\_\_

#### Part 2 – Narrative - what occurred – Short Description (Mandatory)

---

---

---

---

---

#### Part 3 - Incident - Person Details & Detailed Description (Mandatory)

Person No. 1

Type: Injured Person ☐ Complainant ☐ Witness ☐ Other ☐

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Employee ☐ Contractor ☐ Member ☐ Visitor ☐ Public ☐

Statement: (Add additional sheets as required)

---

---

---

---

---

---

Signed: (Person No 1) \_\_\_\_\_ Date: \_\_\_\_\_





Person No. 2

Type: Injured Person ☐ Complainant ☐ Witness ☐ Other ☐

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Employee ☐ Contractor ☐ Member ☐ Visitor ☐ Public ☐

Statement: (Add additional sheets as required)

---

---

---

---

---

Signed: (Person No 2) \_\_\_\_\_ Date: \_\_\_\_\_

**Part 4 – Injury / Accident Information** (Complete only if required)

Nature of Injury: \_\_\_\_\_

What tasks were occurring when the injury happened: \_\_\_\_\_

Was the incident reported to a supervisor / duty officer of the day: \_\_\_\_\_

Name of supervisor / duty officer: \_\_\_\_\_

**Part 5 – Emergency Response** (Complete only if required)

Signs and symptoms of the injury: \_\_\_\_\_

Treatment Required: Nil ☐ First Aid ☐ Referred to Doctor / Hospital ☐  
Taken by Ambulance ☐ Refused treatment ☐

Description of First Aid administered: \_\_\_\_\_

Person who administered First Aid: \_\_\_\_\_ Date / Time: \_\_\_\_\_

**Part 6 – Incident Report Compiled By** (Mandatory)

Name: \_\_\_\_\_ Position in Club: \_\_\_\_\_

Signed: \_\_\_\_\_ Date / Time: \_\_\_\_\_

Action Required Police ☐ Work Cover ☐ Insurer ☐ Other ☐

**Part 7 – Incident Resolution – Action Undertaken & Outcome** (Mandatory)

Name: \_\_\_\_\_ Position in Club: \_\_\_\_\_



Signed: \_\_\_\_\_ Date / Time: \_\_\_\_\_

Describe the action taken (Add additional sheets as required)

---

Confirm IR CLOSED OFF by (Person): \_\_\_\_\_ Date: \_\_\_\_\_

All information contained in this report is subject to privacy legislation and names will not be used when gathering information for statistical purposes. Workplace injuries are documented for Work Cover purposes; failure to complete this form could delay or limit Work Cover claims or other potential compensation payments.

## Document revisions

| Ver     | Description                                  | Prepared by     | Date         | Approved by | Date |
|---------|--|-----------------|--------------|-------------|------|
| V4a     | Draft for review                             | D Connolly      | March 2014   |             |      |
| V6      | Draft for 12 Mar mtg.                        | D Connolly      |              |             |      |
| V7      | Draft for completion                         | L Hutton        | May 2014     |             |      |
| V8      | Final for publication                        | D Ryan/L Hutton | Aug 2014     |             |      |
| V9      | Updates as recommended by Ambulance Victoria | L Hutton        | October 2015 |             |      |
| V10     | Added Incident Report Form                   | L Hutton        | March 2016   |             |      |
| 2017 V2 | General Update                               | D Connolly      | Jan 2017     |             |      |

## Notes