

EMERGENCY RESPONSE PLAN



Cairn Curran Sailing Club

Endorsed by CCSC Committee: 14 JULY 2015

Revision history

Version Number	Changes made	Person responsible	Date updated

Communication strategy

Type of communication	Person responsible	Frequency
Evacuation drill	Safety Coordinator	Yearly
Warden training	Safety Coordinator	Yearly
First Aider training	First Aiders	Every two years

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CONTACT TELEPHONE NUMBERS

EMERGENCY
Police, Fire, Ambulance **000**

POLICE

Maldon Police Station	5475 2210
Castlemaine Police Station	5470 4100
Newstead Police Station	5476 2250

STATE EMERGENCY SERVICE

SES Emergency	132 500
Bendigo SES	9256 9500

UTILITIES

Powercor	13 24 12
Vic Roads	13 11 70

GOULBURN MURRAY WATER

Cairn Curran Weir Duty Officer	5475 3912
Dale Farnsworth Cairn Curran Weir Keeper Baringhup	0418 510 983

HOSPITALS

Bendigo Hospital Emergency Stewart St Bendigo	5454 6000
Castlemaine Hospital Cornish St Castlemaine	5471 1555
Maldon Hospital Chapel St Maldon (Doctor not always on duty- ring to check)	5475 1006

NEIGHBOURS

Dale Farnsworth, Weir Keeper Baringhup	0418 510 983
Ralph Ballard, Club Member, Baringhup	0458 303 906

COMMITTEE CONTACTS

Alan Carson, Commodore	0409 404 733
Michael McCartney, Vice Commodore	0418 394 090
Chris Telford, Rear Commodore	0409 632 987
Peter Weiss, Secretary	0497 780 516
Grant MacDonald, Safety Coordinator	0477 096 091

CLUB LOCATION

Vic Roads Map Reference (Edition 7)

Map 58, Ref. H2

CFA Map Reference

Spatial Vision North West Region map book (SVNW)

Map 357 H4

GPS Reference Point

36° 59' 40.99" S 143° 58' 23.08" E

SITE DESCRIPTION

The site is located at the end of the Cairn Curran Road loop. See site plan and location map on following pages.

Access points are open on most Saturday afternoons 12.30pm to 5.30pm from October to May when club activities are underway.

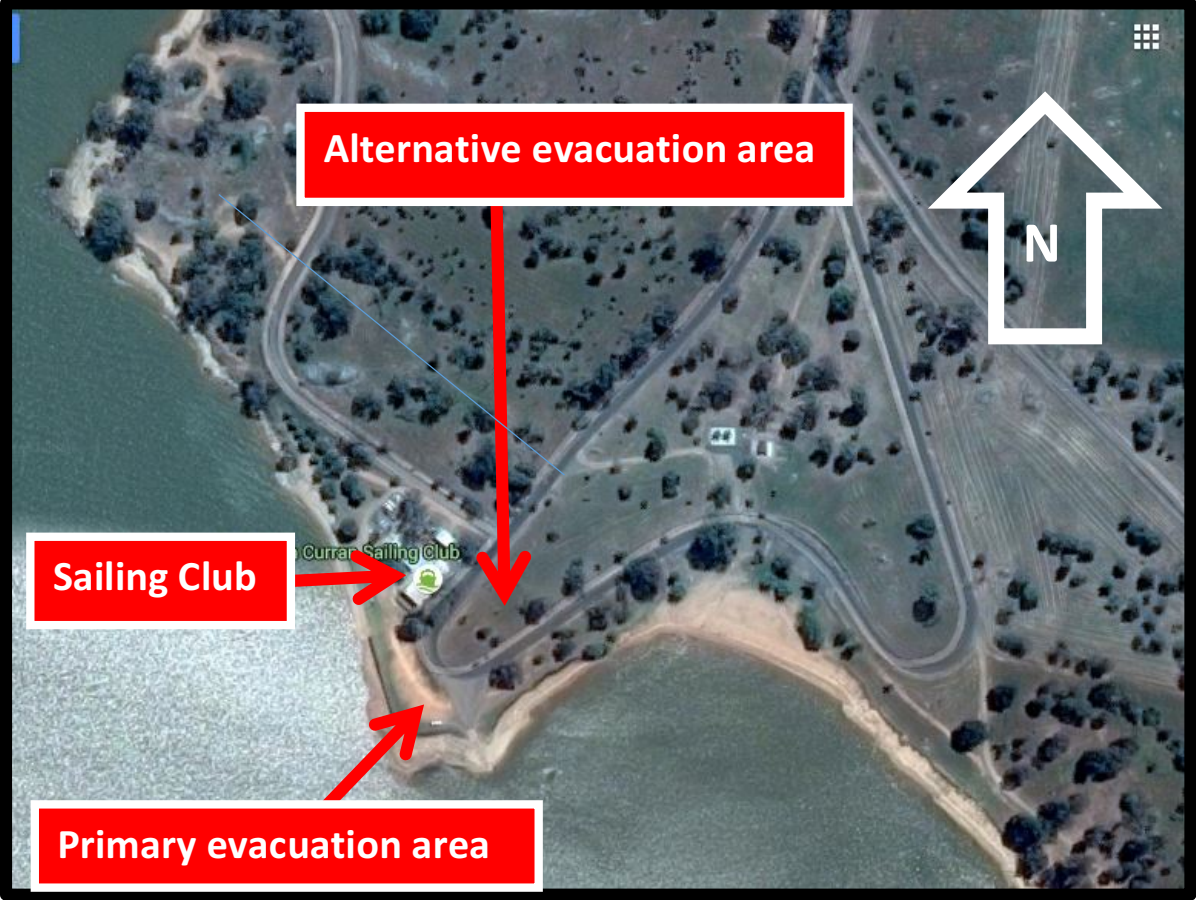
At other times the club site is locked with padlock and chain at access points.

Goulburn Murray Water (GMW) weir keeper, Dale Farnsworth, has a key to the clubhouse and boat shed. GMW has permission to use rescue craft and access the site in any emergency situation. They will inform the club as soon as possible after usage.

Access when the club site is locked is via the boat ramp to the west of the site, but only when water levels are low enough.

If emergency access is required and the weir keeper cannot be contacted, Ralph Ballard also has a club key (see Contact Telephone Numbers - Neighbours).

SITE PLAN



LOCATION MAP



EMERGENCY PROCEDURES

FIRE

FIRE IN CLUBHOUSE

Phone 000 and provide exact location of fire.

If fire occurs during race notify warden and rescue boat, call off the race and order people to shore.

Assemble everyone at the evacuation assembly area (see page 5), and account for all members.

Attempt to extinguish fire only if safe to do so.

If unable to extinguish fire, fully evacuate clubhouse and close doors to prevent spread of smoke or fire (refer to evacuation procedure page 11).

If safe and practical to do so, move fuel containers away from the fire and turn off power at meter box.

Arrange for debriefing after fire event.

GRASS FIRE IN CLUB VICINITY

Phone 000 and provide exact location of fire.

If fire occurs during race notify warden and rescue boat, call off the race and order people to shore.

Assemble everyone at the evacuation assembly area (see page 5), and account for all members.

Prepare members to enter the water if fire threatens evacuation areas and it is safe to do so.

Arrange for fire fighting if safe to do so.

- Allocate specific areas/duties to the fire fighters.
- Dampen rooves and club area.
- Collect and use fire fighting equipment (buckets, rakes, knapsacks etc).

Arrange for debriefing after fire event.

EXTREME WEATHER

WITH SAILING IN PROGRESS

Detail someone to collect the 'Sign On' sheets and list the persons (not just boats) on the water that have been accounted for. Check carefully for boats with juniors on board.

If the power is off in the clubhouse, connect car battery to the radio using the emergency cigarette lighter connection.

Detail someone to maintain radio watch.

Radio or communicate with the rescue boat:

- Are the rescue boat and all occupants safe?
- Ask rescue boat to proceed with the emergency procedures listed in the boat.

Which are:

- Rescue boat to report name and location of all people accounted for.
- Rescue boat should use the following rescue priority system:
 1. people in danger
 2. boats most likely to sustain damage
 3. other boats and equipment.

Stay off radio as much as possible, rescue boat will be preoccupied.

Write down the names and locations of all the people that the rescue boat reports are accounted for.

If not already launched, launch second rescue boat as soon as safe to do so.

- Second rescue boat to concentrate on rescuing people, not boats.
- Second rescue boat to report to the club house names of all rescued people.

If it is cold, light fire and prepare hot drinks in readiness for people coming in from the water.

If hypothermia is suspected consult the St John Ambulance First Aid Procedures on how to treat.

If anyone remains unlocated for an unreasonable length of time:

- Send searchers to patrol specific areas of the foreshore.
- Consult warden about calling police.

Mopping up:

- Arrange a crew to help secure all boats that have made it home.
- As reports of boats requiring retrieval by trailer arrive, send club members to do so.
- The decision to stand down rescue crews should be made by the warden, or their delegate, and only after all members are accounted for.

Arrange for debriefing.

MEDICAL EMERGENCY

Check for any threats to safety and control if safe to do so.

Apply first aid to casualty if safe to do so (refer to the attached St John Ambulance fact sheets at page 15).

Access Automatic External Defibrillator (AED)
in main club room near north door.

Notify the warden and seek out qualified first aiders.

Phone ambulance if not already done and designate someone to meet them.

Remain with casualty if safe to do so and provide appropriate support.

Do not move casualty unless they are in a life threatening situation.

Provide support to first aider and ambulance as required.

EVACUATION

EVACUATION PROCEDURE

Follow warden's instructions.

Leave the site immediately when instructed to do so.

Do not attempt to collect personal belongings.

Proceed calmly to assigned evacuation assembly area (see page 5).

Warden or warden's delegate to check the grounds and all buildings, including toilets and storage shedding areas to ensure that no one remains.

Stay at the evacuation assembly area until instructed otherwise or if it is not safe.

EVACUATION ASSEMBLY AREAS

Refer to site plan on page 5.

Primary evacuation assembly area

- South of clubhouse as indicated on the site plan.

Alternative evacuation assembly area

- East of clubhouse as indicated on the site plan.

RESPONSIBILITIES

EMERGENCY WARDEN

The emergency warden is the designated Officer of the Day.

IN EMERGENCY

- Ensure that clubhouse windows and doors have been closed.
- Provide a calm and assured presence during emergency event.
- In the case of evacuation, ensure that all club members and visitors have been evacuated from the site. This includes searching the grounds and all buildings, including toilets and storage shedding areas.
- Coordinate first aiders and others in rescue of injured persons.
- Prevent anyone returning to the club site unless the senior Police Officer/Senior CFA Officer gives the "All Clear And Safe To Enter".

CHECKLISTS

In the event of emergency, wardens must maintain a checklist of all personnel evacuated.

PEOPLE WITH A DISABILITY

In the event of an emergency:

- Warden or warden's delegate will assist the disabled persons out of the immediate danger area and onto the Evacuation Assembly Area where possible.
- If a person cannot be rescued, the warden must notify the emergency services of the location and status of the person.

TRAINING OF WARDENS

All wardens will be provided with appropriate training.

The training program will cover issues specific to the club site and emergency response procedures and should include the following where applicable:

- The layout of the area for which they are responsible.
- Evacuation routes and safe places.
- The operation of and procedures for the use of communications equipment.
- The number, location and means of assistance for persons with disabilities.
- Any dangerous goods that may need special attention or isolation.

- The operation of portable fire extinguishers.
- The operation of PA system.
- The location of Evacuation Assembly Areas and post evacuation actions.

FIRST AIDER

Upon becoming aware of a medical emergency and if it is safe to do so, first aiders will:

- Provide emergency first aid

OR

- Report to the warden and stand by for instructions.
- At the assembly area provide first aid to any injured people.

SAFETY COORDINATOR

The safety coordinator will be designated by the committee.
Tasks related to this role include:

- Arrange and co-ordinate evacuation drills.
- Review the adequacy of the emergency procedures as required.
- Coordinate appropriate emergency training for members.
- Update the emergency response plan as required.
- Ensure that fire protection equipment is maintained in accordance with relevant requirements.

EMERGENCY TRAINING (DRILLS)

The club will conduct an emergency evacuation drill yearly.
The drill will include briefing on:

- Role of wardens.
- Role of first aiders.
- Method of reporting emergencies.
- Emergency equipment (fire extinguishers etc).
- PA system.
- Individual responsibilities.
- Evacuation procedures.
- Location of evacuation assembly areas.
- Assisting persons with disabilities during emergencies.

The club will seek to facilitate first aid training but it is the responsibility of individuals to ensure that their qualification is current.

DEBRIEFING

A debriefing session after each exercise (or actual) emergency event and/or evacuation is essential to identify any positive or negative aspects of the organisation or procedures.

The Safety Coordinator will amend emergency procedures to rectify any identified deficiencies.

Emergency procedures will be reviewed yearly.

ST JOHN AMBULANCE

FIRST AID FACT SHEETS

1. [DRSABCD Action Plan](#)
2. [Asthma attack](#)
3. [Bites and stings quick guide](#)
4. [Bleeding](#)
5. [Burns and scalds](#)
6. [Choking adult / child \(over 1 year\)](#)
7. [Choking infant \(under 1 year\)](#)
8. [Concussion](#)
9. [Diabetic emergency](#)
10. [Disaster Resilience Toolkit](#)
11. [Dislocations](#)
12. [Electric shock](#)
13. [Epileptic seizures](#)
14. [Eye injuries](#)
15. [Febrile convulsions](#)
16. [Fractures and dislocations](#)
17. [Heart attack](#)
18. [Heat-induced conditions](#)
19. [Hypothermia](#)
20. [Infant CPR](#)
21. [Poisoning](#)
22. [Severe allergic reaction \(anaphylaxis\)](#)
23. [Shock](#)
24. [Snake bite](#)
25. [Spider bites](#)
26. [Spinal injury](#)
27. [Sprains and strains](#)
28. [Stroke](#)