

ALTONA YACHT CLUB INC



PO Box 28, Altona, VIC 3018
Club House: Cresser Reserve
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ABN 72 872 715 943
Reg No A981
www.altonayachtclub.org.au

EMERGENCY RESPONSE PLAN

Approved by:

General Committee

Altona Yacht Club

Date: 22 January 2012

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EMERGENCY TELEPHONE NUMBERS

ALL EMERGENCIES... ALL HOURS
FIRE BRIGADE, POLICE or AMBULANCE
PHONE: 000

Coast Guard (Werribee)	9742 1502
Altona Fire Brigade	000
Altona Police Station	9392 3111
Victorian Water Police	9399 7500
Altona Ambulance	000
Electricity	
Poisons Information Centre	13 1126
Environment Protection Authority	1800 444004
Worksafe Victoria	13 2360
Altona Yacht Club	9398 5859

FIRE/SMOKE/CHEMICAL EMERGENCY

Immediate actions of persons discovering/alerting

1. If safe to do so, try and extinguish small fires with appropriate extinguishers.
2. Close all doors and windows if possible to isolate fire.
3. Move person in danger to safety.
4. Call emergency services (000) if required.
5. Alert the Duty Officer and give details or raise the alarm with others on-site.
6. The duty Officer will inform all persons on-site of the situation.
7. If safe to do so, turn off all electrical equipment in the vicinity of the fire.
8. Hand over to the Officer in Charge (OIC) of the Emergency services on arrival, and brief the OIC on the situation. If any persons are not accounted for, inform the OIC of the known details.

DO NOT RE-ENTER THE AFFECTED AREA UNTIL AUTHORISED BY THE EMERGENCY SERVICES

MEDICAL EMERGENCY

1. Call emergency services (000) if required.
2. Notify the Duty Officer of the Emergency.
3. Communicate to the Duty Officer:
 - Person(s) in need of assistance,
 - Nature of emergency,
 - Location of the incident.
4. Remain with patients(s) and render assistance.
5. First Aid must be applied until arrival of ambulance.
6. Ensure no danger remains to patients(s) and/or anyone assisting.

NATURAL DISASTER OR ANY OTHER EMERGENCY

1. Move all persons in danger to safety.
2. Call Emergency Services (000) if required.
3. Notify the Duty Officer, state the exact location and nature of the problem and advise what assistance is required.

VEHICLE OR BOAT ACCIDENT

1. If required, ring emergency services (000)
2. Arrange for rescue craft to attend (if required on water)
3. Move all persons to a safe area.
4. Notify the Duty Officer.
5. Arrange a barrier if Necessary.
6. Stop all unauthorized entry to incident location.
7. Ensure no item is touched or moved.
8. Retain all witnesses and remain on-site until relieved.

PERSONAL THREAT

IMMEDIATE ACTION

1. Obey all instructions given by the intruder.
2. If possible, notify the Duty Officer.
3. Notify the Police (000).
4. Move all people on-site to a safe area.
5. Try to keep people calm.
6. Do not make any sudden movements or take any action to excite the intruder.
7. Hand over any cash or valuables if demanded.

Take a mental note of:

Male or Female	Scars or other markings
Approx age	Complexion
Height	Speech
Build	Weapons (if any)
Weight	Dress/Clothes
Hair Colour	Language
Eye Colour	Impediments (if any)
Unusual mannerism/movements	Items touched or handled by the intruder

Do NOT GIVE CHASE

Once the initial threat has ceased, immediately contact the Police (000)

GENERAL EVACUATION PROCEDURES

In the event of an emergency or potential situation developing, the following will occur:

- The Duty Officer of the day will alert all person on-site
- The members of the club and visitors upon being notified of the situation must listen for announcements and follow any instructions given.
- Upon the evacuation order being given, all persons shall proceed to, and assemble at, the nominated evacuation point.
- No person shall attempt to return to the site until the Duty Officer or OIC of the Emergency Services Department gives the "all clear".

THE EVACUATION POINT FOR THE ALTONA YACHT CLUB IS
THE SOUTH LAWN CAR PARK AREA
SEE ATTACHED MAP

Before going to the Evacuation Area one person will take the Race sign on sheet & Visitors sign in book

DUTY OFFICER'S ROLE AND RESPONSIBILITIES

Standby Mode

- Wear a high visibility vest.
- Make contact with all people in the area.
- Obtain Details of emergency and make decision whether to evacuate.

If An Emergency Exists

- Advise and liaise with emergency services.
- Send person to meet emergency services.
- Make contact with people in the area.
- Initiate evacuation.
 1. Decide on appropriate area(s) to evacuate to (Check wind direction etc.).
 2. Do not evacuate people through or near emergency
 3. Consider off site, or separate evacuation site.
- Arrange for first aid kit to be transported to evacuation site.
- At evacuation point, or points, account for all members and visitors from attendance records.
- Do not allow people to leave evacuation assembly area until advised safe to do so.
- Continue to update members and visitors regarding the emergency.

