



The Newhaven Yacht Squadron Inc

Emergency Management Response Plan



August 2018

Location:

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References:

1. Australian Standard 3745:2010
2. OHS Regulations 2007

Emergency Management Response Training will be conducted for members every 12 months and/or as directed by the Training Officer. This will include practical training, event scenarios and member discussions.

This plan and its procedures will be reviewed annually by the Committee.



1. Emergency Personnel and Contact Details

Call 000 for all emergencies

Newhaven Yacht Squadron Marina Controllers

Yard Manager, Glenn Botterill. 0419 514 395
Peter Gratton 0408 369 562
Alen Garrett 0429 417 552
Andrew Chappell 0407 996 763
Tom Rawlings. 0468 341 076

Bass Coast Sire Council

All Hours 1300 226 278

Bureau of Meteorology

9669 4000

Environment Protection Authority

All hours 1300 372 842

Poisons Information Line

All hours 13 11 26

Worksafe Victoria (Dangerous Goods/Industrial Accidents)

Incident Reporting 13 23 60
Advisory Service 1800 136 089

Wonthaggi Hospital

5671 3333

Marine Safety Authority

Harbour Master Western Port

Duty Officer 04218 549 235



Hastings Coast Guard

5979 5322

San Remo Fire Brigade

Admin only 5678 5679

San Remo Police

5678 5500

San Remo SES

132 500

Electricity

Electrical Incidents 1800 000 922

Contract Electrician Andrew Vanderkolk 0458 655 566

Gas

Energy Safe Victoria 1800 671 337

Water

Westernport Water 1800 249 090
Contract Plumber

Water Police & Rescue

9399 7500

Navigation Aids

Parks Victoria 13 19 63



2. Evacuation of Marina

- There are several occurrences that may require evacuation of the marina including, boat fire, gas leak, chemical spill, police emergency, etc.
- If a situation occurs that could require evacuation of the marina, call 000 and notify the Marina Controller
- Marina personnel will initially manage the evacuation of the marina so that people are safe and emergency personnel have clear access onto the marina.
- The Police or CFA will take control of all emergency procedures, when they arrive. All staff are to obey all instructions from Police or CFA personnel.
- Where there are people with disabilities (e.g. persons with a physical, visual or auditory disability – temporary or permanent), please provide them with assistance.
- Marina personnel are to co-ordinate and carry out a check of all areas, identify if people are missing and to account for all members, visitors and public.
- Only on the advice of the Marina Controller should staff and public return to the marina.
- Marina personnel are to ascertain the extent of the damage. If instructed, members are to assist in securing the site. If relevant; Marina personnel are to implement a Clean-up Plan and Strategy to make good.
- Complete & file Incident Report.



3. Medical Emergency

- Remove patient from danger, if safe to do so. YOUR SAFETY COMES FIRST.
- Ascertain cause of emergency and seek assistance of any persons nearby to immediately notify Marina Controller. Apply First Aid, if qualified.

Depending on the seriousness of injuries.

- If minor; call First Aid Officer and act as advised.
- In the case of sudden cardiac arrest; act quickly and calmly:
 1. Call AMBULANCE 000 and notify Marina Controller
 2. Quickly get the Defibrillator and bring it to the victim's side. The defibrillator is located in the Club House on the Ground Floor West wall
- If there is any delay in getting the defibrillator, check the patient and perform CPR if qualified to do so until the defibrillator is available.
- Check the immediate environment for flammable gases. Do not use the defibrillator in the presence of flammable gases.
- There are basic steps to using the defibrillator to treat someone who may be in sudden cardiac arrest:
 1. Press the green On/Off button.
 2. Follow the defibrillator's voice instructions.
- Complete and file Incident Report.



4. Fuel and Chemical Spills including Fire

1. Assess and identify type and source eg. diesel, petrol, oil or other - is there a Risk of Fire?
2. Contact Marina Controller, ask for assistance, call 000
3. Consider evacuation if spill is petrol or similar explosive material, clear area of unnecessary persons.
4. Turn off all electrical power to the area.
For North Arm - Isolation Switch at the Gangway
Other Arms & Areas – Switchboard at the Club House Entrance.
5. Follow instructions on the spill bin provided at each gate. Most importantly deploying the 'boom' and use soaker pads to block drains and to contain the spill.
6. Contact boat owner and advice of spill.
7. In case of heavy spill- greater than 50 litres, contact EPA asap 1300 372 842.
8. Monitor until situation is resolved.
9. Dispose of contaminated materials in accordance with local regulations or by licensed contractor. DO NOT put used booms back in spill bin.
10. Marina Yard Manager to ascertain the extent of the damage.
11. Clean up site.
12. Complete and file Incident report.



5. Fire in the Marina Office / Club Rooms Building

- On detecting a Fire, follow the Fire Orders
 1. Assist any person in danger, if safe to do so
 2. Close the door
 3. Call the Fire Brigade on 000
 4. Attack the fire, if safe to do so.
 5. Evacuate to the Assembly Area
 6. Remain at the Assembly Area and ensure everyone is accounted for.
- Marina Controller to co-ordinate with Fire Brigade and carry out all checks of all areas.
- Marina Controller to liaise with staff to identify if people are missing.
- Marina Controller to account for all visitors and public.
- Report any anomalies to the Fire Incident Controller and they will conduct a search.
- Only, on the advice of the Fire Incident Controller, should staff and public return to the building or leave the premises.
- Complete and file Incident report



6. Fire on the Marina, Maintenance Yard or Carpark.

- On detecting a Fire, follow the Fire Orders
 1. Assist any person in danger, if safe to do so
 2. Close the door, if applicable
 3. Call the Fire Brigade on 000
 4. Attack the fire, if safe to do so.
 5. Evacuate to the Assembly Area by the Safest Route
 6. Remain at the Assembly Area and ensure everyone is accounted for.
- Power is to be shut off to the appropriate areas
- Marina personnel are to ensure all gates and pathways are open, clear and accessible.
- If instructed by the Marina personnel, evacuate the area.
- If attempting to extinguish the fire use the correct fire extinguishers and/or fire hoses.
- If instructed by the Marina Staff, assist with attempting to move vessels and/or vehicles from the vicinity of the fire.
- Wet down the vessel and/or vehicles in the immediate vicinity, if safe to do so.
- Hand over to the Fire Brigade once they arrive, assist them as required.
- Marina personnel to ascertain the extent of the damage
- Contact owners of vessel/s and/or vehicle/s affected.
- Complete and file Incident report



7. Fire on board a Vessel

- On detecting a Fire, follow the Fire Orders
 1. Assist any person in danger, if safe to do so
 2. Close the door, if applicable
 3. Call the Fire Brigade on 000
 4. Attack the fire, if safe to do so.
 5. Evacuate to the Assembly Area
 6. Remain at the Assembly Area and ensure everyone is accounted for.
- Notify Marina Controller IMMEDIATELY.
- Marina Controller to co-ordinate evacuation of ALL persons in the area.
- Ascertain type of fire if possible. Eg. Electrical, fuel.
- Close off all unauthorised access to Central Spine and North Arm.
- Release adjacent and surrounding boats and push away or drag away (using grappling hooks or other means) from the vessel on fire.
- Try to prevent the fire from spreading by keeping nearby boats wet.
- If safe to fight fire do so; if you believe you are in danger evacuate the area.
- Hand over to Fire Brigade on arrival.
- Marina Controller to ascertain the extent of the damage, remove debris, foam etc. for area and ensure all spills have been cleaned and removed. If instructed, marina personnel are to assist in securing the site
- Marina Controller to implement a clean-up plan and strategy to make good.
- Notify vessel owner(s) asap.
- Complete and file Incident report.



8. Gas Leak at Marina

- If you smell gas or think you have a gas emergency
- Call the FIRE Brigade 000.
- Contact the Marina Controller
- Marina Controller may give instructions to evacuate. If it is safe to do so, leave doors open to aid in ventilating the gas from the area
- Under no circumstances, unless the Marina Controller has advised it is safe to do so, should anyone:
 1. Turn on or off any electrical devices
 2. Use a mobile phone, torch, etc.
 3. Light a naked flame or use sparking devices (e.g. a cigarette or lighter)
- Marina Controller to co-ordinate a 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.
- Only on the advice of Fire Incident Controller should people return to buildings or leave premises.
- Marina Controller to ascertain the extent of the damage. If instructed, personnel are to assist in securing the site.
- Complete and file Incident report.



9. Explosion

- In the case of any explosion, the vessel's master (if onboard) and Marina Controller should immediately call Fire Brigade on 000.
- Raising the alarm should be done immediately to ensure a safe evacuation.
- Marina Controller are to check the vessel and ensure that all persons have evacuated the Vessel and Wharf/Marina.
- Fire equipment, including fire hoses and extinguishers are located throughout the Marina. Only use this equipment, when safe to do so.
- The area can only be determined safe and all clear for continuation of normal operations by Fire Brigade Incident Controller.



10. Man - Overboard in the Marina

- Immediately call “Man Overboard” to notify people in the area.
- Person in water – Conscious- Grab a life Ring / other floatation device- assist and direct person to nearest ladder or swim platform on a boat.
- Person in Water – Unconscious – Dial 000 – Ambulance and Fire Brigade.
- If person in the water is unconscious, and if you are safe to do so, enter the water and keep them afloat using a nearby life ring. If possible, remove them from the water. Don't endanger yourself, if you decide to enter the water.
 1. Consider how YOU will get out/ can you get out
 2. Consider water temperature – if cold enter slowly
 3. Ensure somebody knows you are entering the water and is available to help you
- First aid trained – use rescue breaths – use pocket mask – provide CPR – Consider AED
- All person who have entered water receive professional medical assessment
- Complete and file Incident report.



11. Sinking Vessel in the Harbour

- Check if anybody is on board.
- Ascertain, if possible, the cause of the leak and attempt to stop the leak.
- Contact the owner and inform them of the situation. Contact Marina Controller
- Release the spill boom to prevent any potential fuel leaks.
- If the owner of the vessel asks for assistance you may assist, but do not attempt to pump or salvage the boat alone - it is not the Yacht Squadron's policy to do so.
- Dispose of contaminated spill in appropriate receptacle.
- If unable to stop leak, slip vessel or move to it shallow water.
- Complete and file Incident report.



12. Power Outage

- Establish scope of power outage (local area, whole site or partial)
- If partial, try to identify what has caused systems to trip (e.g. Power Lines down, damaged cable on marina pier failure, overload etc.)
- If obvious signs of damage, then isolate / DO NOT SWITCH ON – call the Electrician (Contact Andrew Vanderkolk 0458 655 566
- Check that no persons are endangered by lack of lighting
- If gates lock shut, consider opening and securing open
- Notify tenants of problem
- Switch off non - essential services in preparation for power resuming
- Complete and file Incident report.



13. Power re-activation

- Close all electronic gates/check gates have closed
- Bring vessels back online and reset any RCDs that have tripped
- Contact boat owners as required
- Report to Appropriate Regulatory Authorities (EPA/Work Safe/Power Company – only if authorised)
- Complete and file Incident report.



14. Bomb Threat and Telephone Threats

- Keep Calm- **DO NOT HANG UP**
- Obtain as much information as possible

<p>General Questions to ask:</p> <ol style="list-style-type: none"> 1. What is it? 2. When is the bomb going to explode? Or 3. When will the substance be released? 4. Where did you put it? 5. What does it look like? 6. When did you put it there? 7. How will the bomb explode? 8. Why did you put it there? 	<p>Callers Voice:</p> <p>Accent? Any impediment? Voice (loud, soft) Speech (fast, slow) Diction (clear, Muffled) Manner (calm, emotional) Did you recognise the caller? Was caller familiar with the area?</p>
<p>Bomb Related Questions</p> <p>What type of bomb is it? What is in the bomb? What will make the bomb explode? Substance Related Questions What kind of substance is it? How much of the substance is there? How will the substance be released? Is the substance a liquid, powder or gas?</p>	<p>Threat language:</p> <p>Well Spoken Incoherent Irrational Taped Message reads by caller Abusive Other</p>

- Do not alert every one of the threat - Remain Calm.
- Report Call Immediately to **POLICE 000**
- Report to Marine Controller
- If a suspect device is found **DO NOT TOUCH IT- EVACUATE** the area immediately.
- If evacuation call is given by Marina Controllers – take all personal items with you and assemble at emergency assembly point
- Complete and file Incident report.



15. Robbery, armed intrusion, hold up

All Robbers are dangerous- **DO NOT TAKE RISKS**

Actions during a ROBBERY- the following are a recommendation only- adapt them as required.

- Keep still and avoid making sudden movements
- Do not reach for pockets or handbags
- Control movements carefully and explain any overt actions you are about to make
- Avoid Face-to-Face contact
- Give the raiders what they want and get them out (cash and goods can be replaced)
- Don't become involved – if not directly involved keep away- if out of sight, stay out of sight.
- Obey instructions and do exactly as you are told
- Try to move to an area covered by CCTV or where you could be seen by others
- If ordered to fill a bag with money the small notes should be stuffed in first
- Do not volunteer to put in extra money
- Give coinage, as much as possible, it is bulky and heavy and may satisfy the amateur
- Hold back large denomination notes, unless instructed by the robber.
- Complete and file Incident report.



16. Storm Warning Contingency Plan

1. INTRODUCTION

The probability of a severe storm striking Newhaven Marina is at its greatest between (March - November) each year.

The purpose of this contingency plan is to outline the procedures to be taken by the Newhaven Marina Community prior the storm season each year and in the advent of the approach of a Severe Storm.

Remember the best protection against the ravages of any emergency is to be prepared.

Experience has shown that in the event of a major storm passing a marina, the risk of storm damage and injury can be significantly reduced by early preventative action.

The recommendations that follow are for boats on site at the marina.

2. THE WARNING SYSTEM

A storm warning is issued as soon as gales or stronger winds are expected to hit within 24 hours. It identifies areas, intensity, and expected wind strengths, forecasts of heavy rainfall, flooding and tidal information.

Weather warnings are issued by the Bureau of Meteorology www.bom.gov.au

3. VESSEL OWNERS PREPARATION

- 1 Check your boat is in good condition.
- 2 Prepare an emergency kit of extra lines, torches, pumps, buckets and tools.
- 3 Check your lines
- 4 Double up mooring lines by running duplicate lines to alternative bollards. The alternative ropes should be run slightly slack to ensure they are only required if the primary mooring lines fail. Fit chafe preventers.
- 5 Remember, man-made synthetic fibres such as polyethylene, polypropylene and polyester deteriorate in sunlight. The deterioration is usually unnoticeable until the rope is subjected to stress. If in doubt, replace.
- 6 Check all boat cleats. If there is any doubt, secure additional lines to other structural Parts and fittings e.g. winches, Sampson posts, etc.
- 7 Reduce wind loadings to a minimum. Remove all excess deck gear including lifebuoys, Biminis, etc., and stow below.
- 8 Stow all loose gear (hatches, boat hooks buckets, fishing gear, floats, life rings etc.), below decks. Deflate and stow inflatable dinghies. Do not place dinghies on the walkways.
- 9 Ensure all self-draining openings are clear and working. Dinghies in davits should be cleaned out, bungs removed or, preferably, removed from the vessel and stowed.
- 10 Ready spare fenders and lines
- 11 Ensure engine is serviceable and batteries are fully charged.
- 12 Check all bilge pumps are operational



- 13 Communication should be checked on VHF Channel 16
- 14 If you must remain aboard your vessel in the marina, it is mandatory you advise the marina personnel of your presence aboard and your intentions
- 15 Marina management may determine personnel are barred from the pontoons
Ensure you abide by any such direction.
- 16 Vessels located ashore should be secured. Ensure wheels are chocked and brakes on, and the boat is secured to the trailer.
- 17 Vessels with outboard motors should lower them into the water in preparation for a storm
- 18 Verify your contact details with the marina office including registration of any vehicles kept on premises, up-to-date email address, and emergency contact details
- 19 Check your insurance cover
Marina personnel will do what they can to assist, but it remains each owner's responsibility to ensure your vessel and equipment is as secure as possible.

1. VISITOR BERTH USED AS A SAFE HAVEN

Vessels wishing to use the marina as a Safe Harbour to shelter from severe weather must contact the Marina Controller prior to entry to enable berth allocation. Where possible these vessels will be moored at the visitor's berth.

2. PROCEDURE POST STORM

Depending on the severity of a storm, post storm access restrictions will vary. In all cases, the vessel owner is responsible for checking their vessel for any damage. Marina Management will endeavour to report any obvious or externally visible damage in the most urgent cases, but vessel owners must make arrangements for their vessel to be checked as soon as reasonably possible following a storm. Even in the less severe storm events, power surges may cause vessel shore power to trip off. It is recommended that fridges and freezers are left empty in storm season, if the vessel owner is not readily able to check the power supply following a storm event.

Note: Updated weather forecast can be found at:

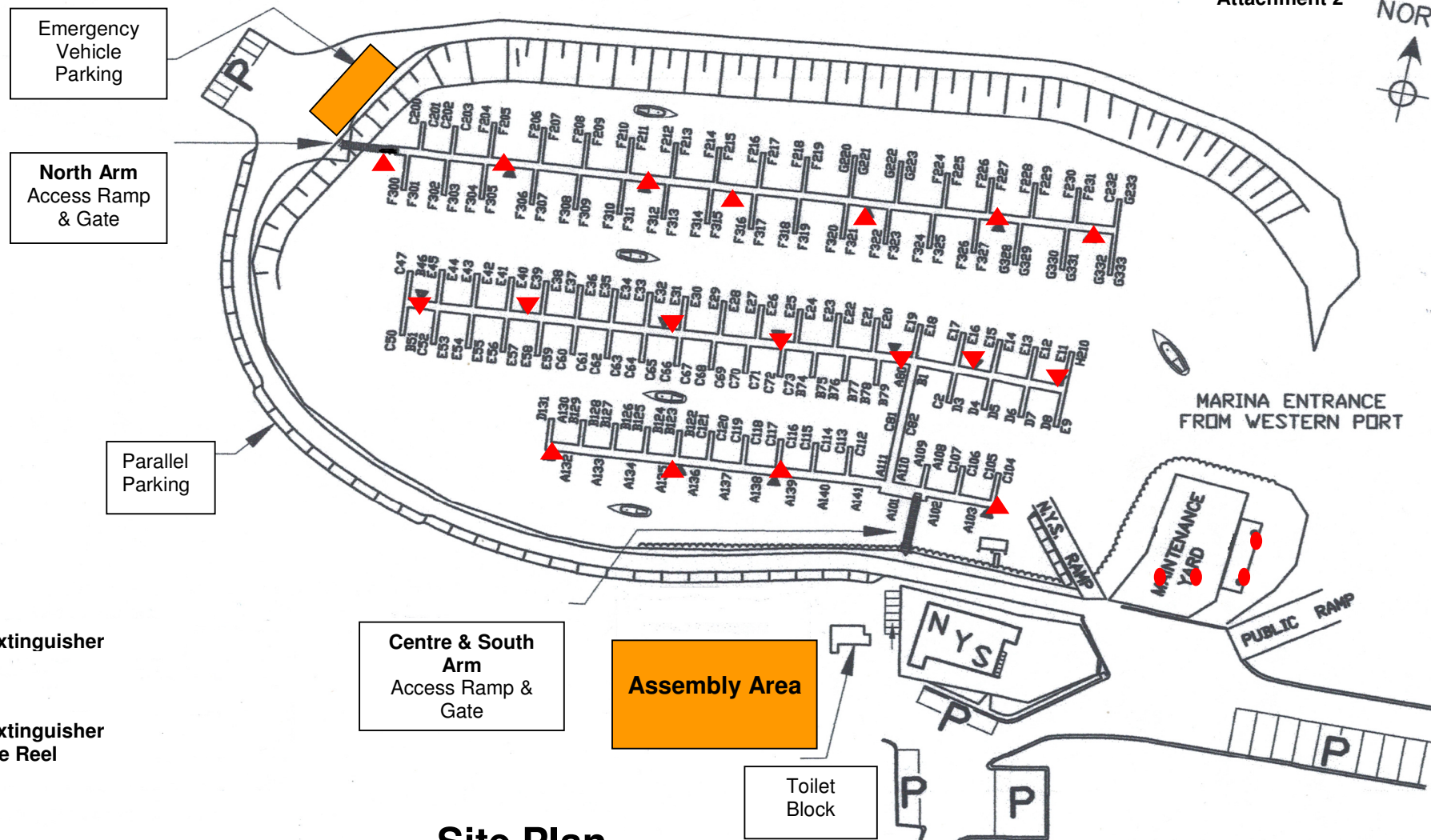
<http://www.bom.gov.au/vic/>





Location Map





Site Plan

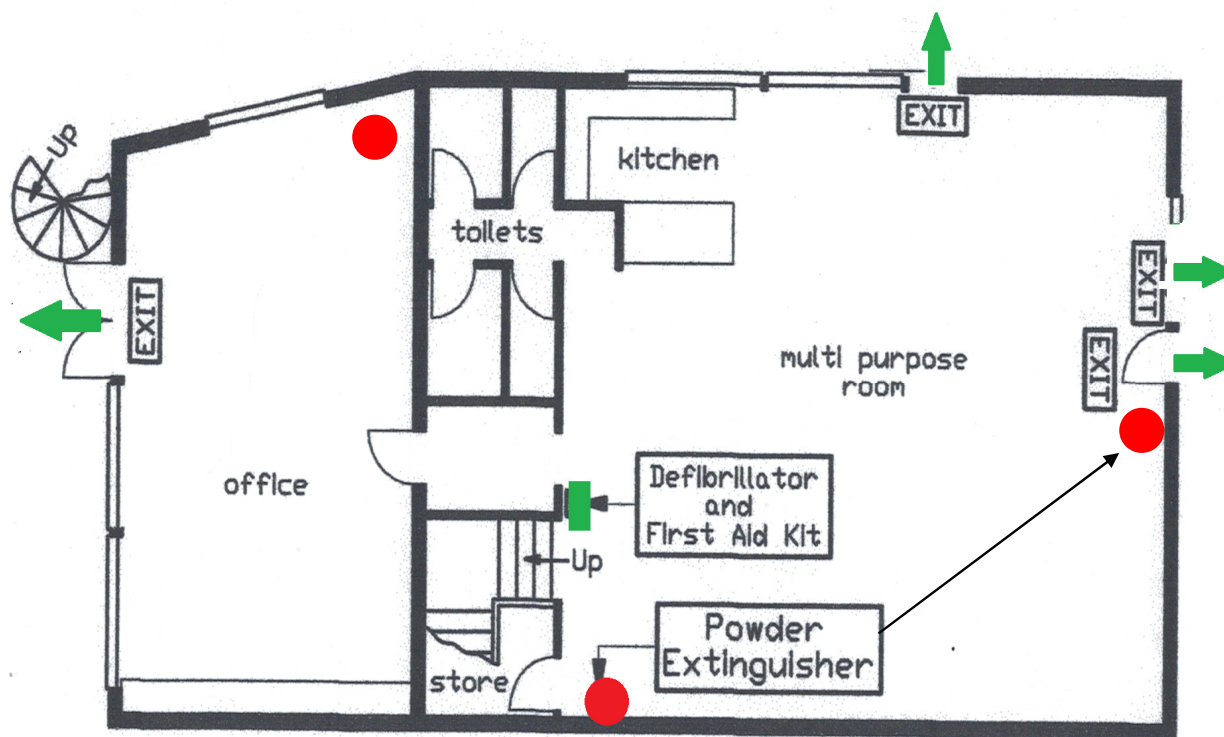


Newhaven Yacht Squadron Evacuation Diagram

Lower Floor

In Case Of Emergency

- R** Remove people from immediate Danger
- A** Alert others and Emergency Services **Dial 000**
- C** Contain - Close windows & doors
- E** Evacuate the premises & move to the Assembly Area



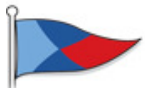
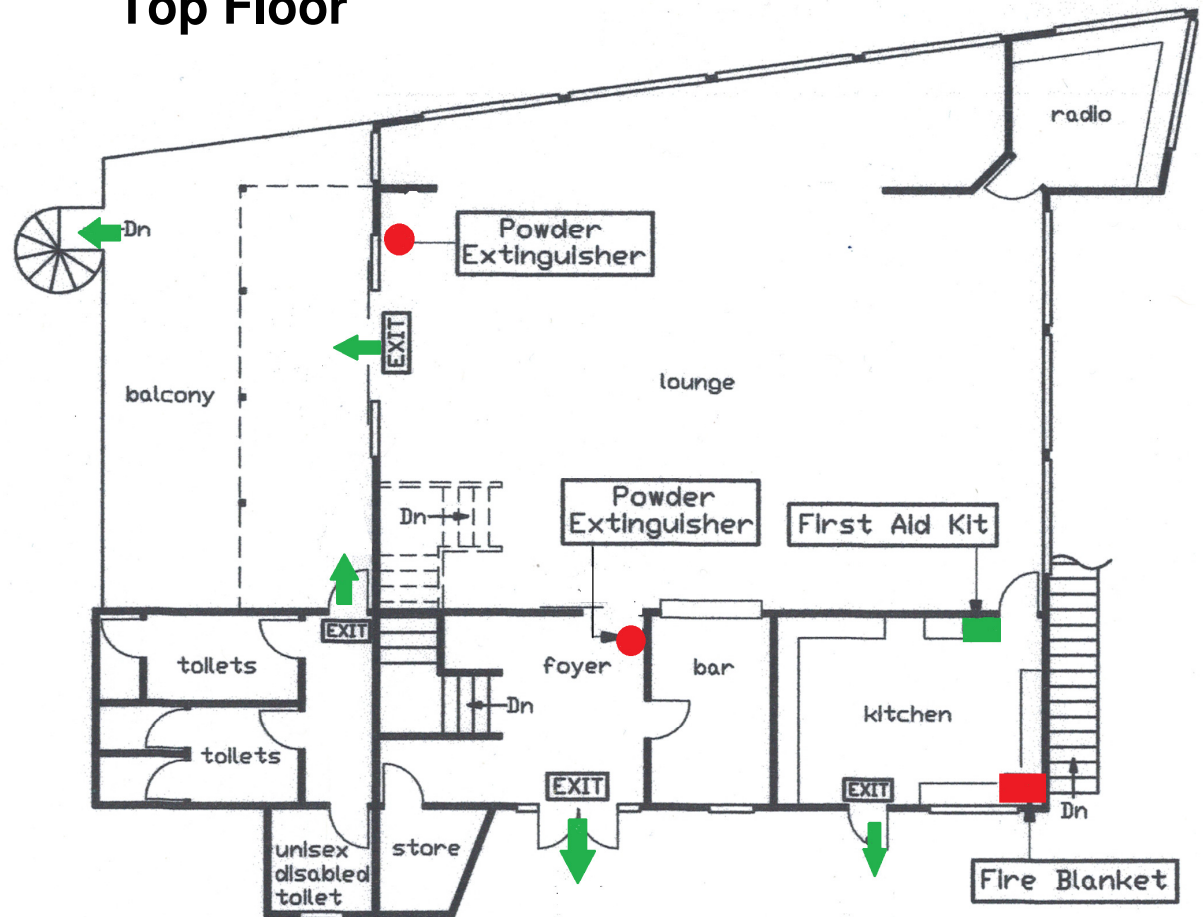
Newhaven Yacht Squadron Evacuation Diagram

Attachment 4

Top Floor

In Case Of Emergency

- R** Remove people from immediate Danger
- A** Alert others and Emergency Services **Dial 000**
- C** Contain - Close windows & doors
- E** Evacuate the premises & move to the Assembly Area



FIRE ORDERS



1

**Assist any person
in immediate
danger -
if safe to do so**



2

Close the door



3

**Call the
Fire Brigade
on: 000**



4

**Attack fire
if safe to do so**



5

**Evacuate to
assembly area**



6

**Remain in assembly
area and ensure
everybody is
accounted for**

