

# EMERGENCY RESPONSE PLAN

**Ratified by the DBCYA Management Committee** 

**Signed** Joy Eggenhuizen DBCYA Commodore

Eggahizer

**Dated:** 05 / 10 / 2023

Policy title/no:	Emergency Response Plan	Policy Category:	Operations
Policy Approved:	15 April 2019	Date of last review:	21 June 2021
Creator:	Wendy McCallum, General Manager	Date of next review:	Oct 2024
Responsible Officer:	General Manager	Version	V1.5

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### **CONTACT NUMBERS**

Police, Fire, Ambulance		000
		000
POLICE		
Darwin Police Station – non emergency		131 444
ANTI-SOCIAL BEHAVIOUR		
Darwin Police Station		131 444
Larrakia Nation Patrols – first response		1800 101 645
SUPPORT SERVICES		
NT Emergency Service – flood, storm and assistance	cyclone	132 500
NT Fire and Rescue Service		08 8946 4107
Darwin Coast Guard		0401653207
NT Water Police		131 444
COVID-19 HOTLINE		1800 020 080
UTILITIES		
After hours Power faults		1800 245 090
During hours Power faults (online):		
www.powerwater.com.au/customers		
Water faults		1800 245 090
Power, electrical, fire appliances – call the	Club GM	0499 346 242
HOSPITALS & MEDICAL CENTR	ES	
Darwin Royal Hospital		8922 8888
Stuart Park Surgery		8981 2907
DARWIN PORT		
Harbourmaster	08 8924 7101	0418 510 983
Darwin Port Operations Centre		1300 327 946
CLUB CONTACTS		
Joy Eggenhuizen, Commodore		0448 886 065
Jay Jarrett, Vice Commodore		0402 944 869
Wendy McCallum, General Manager,		0499 346 242

### **CLUB LOCATION**

### SITE DESCRIPTION

Dinah Beach Cruising Yacht Association (DBCYA) is situated at 68 Frances Bay Drive, Stuart Park, Darwin, NT 0820, Australia. Frances Bay Drive is accessed either end via Gonzales Road or McMinn St. Midway access is via Dinah Beach Road. Frances Bay Drive runs parallel to Tiger Brennan Drive

DBCYA occupies Lot 6475 which spreads from Frances Bay Drive to the sea, namely the banks of Sadgroves Creek in the inner Darwin harbour.

DBCYA is 2km from Darwin CBD and a short walk from the Frances Bay Mooring Basin and Tipperary Waters Marina.

Land access via sea is also provided by a floating pontoon attached to our wharf, available for use by senior members. This is accessible except on low tides.



Access is 24/7, with no gates or locking devices upon entry via road or sea. No emergency access contacts are required. CCTV cameras are in operation throughout the club.

The General Manager is on site 9:30am – 5:00pm Mon – Fri as a minimum, and the bar is open from 3pm Mon – Thurs, 12pm Fri - Sun. The Kitchen is open 5pm – 9pm 7 days.

The club's beach area is one of the few remaining original areas of non-reclaimed shoreline. A narrow sea channel leads to this beach and this is where the club's careening poles are situated.

GPO Box 1506, Darwin, NT, 0801, Australia (08) 8981 7816 0499 346 242 (General Manager) <u>admin@dbcya.com.au</u> <u>www.dbcya.com.au</u> Executive Management Committee member direct emails are available via the DBCYA website.

GPS Reference Point: S 12° 27.087' E 130° 50.953'

### **LOCATION MAPS**





### **EMERGENCY PROCEDURES**

### FIRE

Emergency Responders: General Manager, Bar Supervisor, Committee member if in attendance

FIRE IN BAR BUILDING		PERSON RESPONSIBLE
STEP 1	Phone 000 and provide exact location of fire.	Most senior staff member on premises / committee member – delegate this step to responsible member then quickly move to step 2
STEP 2	<ul> <li>Assess if safe to extinguish fire.</li> <li>If safe, attempt to extinguish fire <ul> <li>Refer to Location of Fire Devices page 12</li> </ul> </li> </ul>	Most senior staff member on premises / committee member. Ask responsible members to assist if required and only if safe
STEP 3	<ul> <li>If unable to extinguish fire:</li> <li>Pull down bar roller door to reduce oxygen flow only if safe to do so and close door</li> <li>Call the GM if not on premises.</li> <li>fully evacuate clubhouse area of patrons <ul> <li>Refer to Evacuation Procedure page 11.</li> </ul> </li> <li>Encourage patrons to go home.</li> <li>Dampen nearby GM office and member cars</li> <li>Await the Fire Brigade</li> </ul>	Most senior staff on premises, committee member – ask responsible members to assist with evacuation
STEP 4	Arrange for debriefing after fire event.	General Manager

FIRE I	N GALLEY	PERSON RESPONSIBLE
STEP 1	Phone 000 and provide exact location of fire. Advise DBCYA bar staff of fire and its status	Catering Contractor to delegate this step to staffer then quickly move to step 2
STEP 2	<ul> <li>Evacuate all staff from the building</li> <li>Assess if safe to extinguish fire</li> <li>If safe, attempt to extinguish fire <ul> <li>Refer to Location of Fire Devices page 12</li> </ul> </li> </ul>	Catering Contractor Catering Contractor / DBCYA management if in attendance
STEP 3	<ul><li>If unable to extinguish fire:</li><li>Call the GM if not on premises.</li><li>Await fire brigade</li></ul>	Catering Contractor
STEP 4	<ul> <li>If unable to extinguish fire:</li> <li>fully evacuate clubhouse area of patrons <ul> <li>Refer to Evacuation Procedure page 11.</li> </ul> </li> <li>Close Bar roller door until danger has passed or GM gives order to reopen.</li> <li>Await the Fire Brigade</li> </ul>	Most senior staff on premises, committee member – ask responsible members to assist with evacuation
STEP 5	Arrange for debriefing after fire event.	General Manager

FIRE IN WORKSHOP, HARD STAND OR OTHER PREMISES AREA		PERSON RESPONSIBLE
STEP 1	Phone 000 and provide exact location of fire.	Member in attendance
STEP 2	Notify GM or notify bar staff and ask him/her to inform GM and committee members	Member in attendance
STEP 3	<ul> <li>Assess if safe to extinguish fire.</li> <li>If safe, attempt to extinguish fire <ul> <li>Refer to Location of Fire Devices page 12</li> </ul> </li> </ul>	Member / most senior staff member on premises / committee member in attendance.
STEP 4	<ul> <li>If unable to extinguish fire:</li> <li>fully evacuate area of patrons <ul> <li>Refer to Evacuation Procedure page 11</li> </ul> </li> <li>Await the Fire Brigade</li> </ul>	Member / most senior staff member / committee member in attendance
STEP 5	Arrange for debriefing after fire event.	General Manager

### **MEDICAL EMERGENCY**

Emergency Responders: General Manager, Bar Supervisor, Committee member if in attendance

STEP 1	Advise Emergency Responder or ask bar staff to advise	Member in attendance
STEP 2	Seek the assistance of a qualified first aider (unless qualified to provide first response assistance)	Emergency Responder, Bar Staffer
	Utilise the DRSABCD action plan	First Aid Responder
STEP 3	Refer DB-SOP-07 DRSABCD - page 17 NOTE: The club does not currently own a defibrillator	
STEP 4	Remain with casualty until paramedics arrive, provide appropriate support and keep patrons at distance.	Emergency Responder, Bar Staffer, First Aid Responder
STEP 5	Write an incident report. Follow through with any further actions required eg remove trip hazard.	Emergency responder, Bar Staff

### **POLLUTION SPILLS**

Emergency Responders: General Manager, Committee members

Follow the DBCYA Environmental Management Plan (separate document) Follow DB-SOP-01 Pollution Spills (pg 15-16)

- For spills on water contact the GM to utilize the Club's Spill response equipment contact lists are in the club's 2 spill response sheds refer Location of Pollution Spill Kits page 12.
- For spills on land or near waterways utilize the Club's Spill Response equipment to contain flow. If uncontained call the GM immediately.

### SEVERE WEATHER PATTERNS

Emergency Responders: General Manager, Bar Supervisor, Committee member if in attendance

STOR	I AT CLUB	PERSON RESPONSIBLE
STEP 1	Observe BOM online for rain and wind predictions, view the radar for weather patterns of past 20 minutes.	Patrons, staff
STEP 2	Warn bar patrons if severe storm front approaching.	Bar staff
STEP 3	Seek cover from imminent rain under covered bar area or in ablutions block	Patrons
STEP 4	Seek cover in Ablutions block if storm front brings severe wind. Watch out for flying debris and pooling water. Await out the storm front.	Patrons
STEP 4	Report any observed damage	Patrons, members, staff
	Report any observed damage	Failons, members, stan

### STORM DURING LOCAL YACHT RACE

Refer to Wet Season Race Series Risk Management Plan

APPROACHING CYCLONE		
HARD STAND AREA		PERSON RESPONSIBLE
CYCLON	E WATCH	
STEP 1	Send email notification to all hard stand occupants to make immediate preparations to lash down all loose objects and secure their site	Safety Coordinator (GM)
STEP 2	Lash down or make preparations to lash down all loose objects and secure your site. If not in town, arrange a local person to be on stand-by to do this on your behalf	Hard Stand Occupant
STEP 3	Watch the weather reports for developments	Hard Stand Occupant
CYCLON	E WARNING	
STEP 1	Watch the weather reports for developments – monitor direction	Safety Coordinator (GM), Hard Stand Occupant
STEP 2	If likely to affect the Darwin region, lash down all loose objects and secure your site. If not currently in town, have your pre-arranged local do this on your behalf	Hard Stand Occupant
STEP 4	Do site walkthrough and liaise with individual occupants as required re their site tidy up requirements	Safety Coordinator (GM)
STEP 5	Once safe assess damage to site and tidy if required	Hard Stand Occupant

APPROACHING CYCLONE		
LICENS	ED PREMISES AND CLUB PREMISES	PERSON RESPONSIBLE
CYCLON	E WATCH	
STEP 1	Make preparations for stand-by yardy and volunteer team to secure bar furniture, loose items around club	Safety Coordinator (GM)
STEP 2	Assess unsecured items around club and secure or make plans to secure ie dinghy racks	Safety Coordinator (GM)
STEP 3	Advise staff/committee of potential close of bar	Safety Coordinator (GM)
STEP 4	Watch the weather reports for developments	Safety Coordinator (GM)
CYCLON	E WARNING	
STEP 1	Monitor weather patterns - if cyclone likely to affect Darwin coordinate close of bar and securing of furniture. Send SMS to members to advise of bar close	Safety Coordinator (GM)
STEP 2	GM to advise staff and management committee of action being undertaken.	Safety Coordinator (GM)
	Await cyclone to pass or be downgraded (localized risk)	
STEP 3	Assess damage, attend to safety risks, re-open bar once safe to do so. Listen to instructions by authorities.	Safety Coordinator (GM)

### **BRAWL OR MAJOR FIGHT IN BAR**

# Emergency Responders: General Manager, Bar Supervisor, Committee member if in attendance

STEP 1	Assess if danger is imminent or has passed.	Emergency responder, staff
STEP 2	IF DANGER IMMINENT CLOSE THE BAR ROLLER DOOR AND LOCK THE DOOR. KEEP SAFE.	Emergency responder, staff
STEP 3	Phone 000, ask for police and provide exact location and situation. If persons injured ask for ambulance.	Emergency responder, staff, member
STEP 4	Use club microphone to advise offenders that the police are on their way and instruct them to leave the club premises. If patrons are at risk, instruct them to evacuate from the licensed premises through a safe exit.	Emergency responder, staff
	Only if safe to do so, allow patrons access into the locked bar area if deemed necessary to provide protection.	
STEP 5	Phone GM, monitor cameras & await emergency services.	Emergency responder, staff
STEP 6	If danger has passed, re-open bar, instruct any remaining offenders to leave the premises. Render first aid.	Emergency Responder, First Aid Responders, staff, committee

ACTUAL OR SUSPECTED TERRORIST ATTACK			
_	y Responders: General Manager, visor, Committee member if in attendance	PERSON RESPONSIBLE	
STEP 1	Phone 000 and provide exact location and situation	Emergency responder, staff, committee, member in attendance	
STEP 2	Assess if danger is imminent or has passed – if imminent do not put your life in danger - do your best to keep yourself safe and await emergency services.	all	
STEP 3	If safe, move patrons and members away from danger - follow evacuation procedures. Render first aid to those in need.	Emergency Responder, First Aid Responders, staff, committee	
STEP 4	Await emergency services	all	

ACTUAL OR SUSPECTED COVID-19 CASE						
	ency Responders: General Manager, Bar isor, Committee member if in attendance	PERSON RESPONSIBLE				
Preventa	tive Measures:	Safety Coordinator (GM)				
perso	ge on prominent display advising infected / quarantined / ill ns and those who have been in contact with an infected n to stay home & seek medical help as required	For more detailed information refer to the DBCYA Covid-19 Safety				
	ge to encourage hygiene and social distancing, downloading ovid-19 app	Plan May 2020				
c) Ongoi	ng staff and contractor training					
d) Increa	sed sanitization practices					
Contact	Fracing:					
	ding of attendees – CCTV camera footage (16 cameras in ensed area and surrounding premises) held for 15 days					
f) Ensur	ing all non-members sign the visitor/guest register					
g) Conta	ct info on members database kept current					
SUSPE	ECTED INFECTED OR NON-QUARANTINE CA	ASE				
STEP 1	Safely communicate with ill / quarantined persons to instruct them to depart the premises until well	Safety Coordinator (GM) / most senior staff member / committee member				
STEP 2	Advise Management Committee if person uncooperative for further action	Safety Coordinator (GM)				
STEP 3	<ul> <li>Assess and follow-up:</li> <li>a) exposure risk posed to other members or staff</li> <li>b) comms with Covid-19 authorities in the case of suspected breach of isolation or exposure</li> </ul>	Safety Coordinator (GM)				
	UPON ADVISEMENT OF ACTUAL INFECTED PERSON HAVING ATTENDED THE PREMISES					
Follow all business sanitizatio	Safety Coordinator (GM)					

## **EVACUATION PROCEDURE**

Safety W	oordinator: General Manager ardens: Bar Supervisor, committee , bar staff	PERSON RESPONSIBLE
STEP 1	Follow instructions from Safety Coordinator (General Manager), Bar Supervisor, committee member or staff member.	All members, visitors, patrons, staff
STEP 2	Leave the site immediately when instructed to do so.	All members, visitors, patrons, staff
STEP 3	Proceed calmly to assigned evacuation muster area Refer Emergency Muster Points – page 12	All members, visitors, patrons, staff
STEP 4	Check the grounds and all buildings, including toilets.	Safety Coordinator / Safety Warden – delegate role to reliable member if appropriate
STEP 5	Stay at the evacuation assembly area until instructed otherwise or if it is not safe.	All members, visitors, patrons, staff
	If it is safe to depart on foot leave the premises. Do not fetch a car from another area of the club.	

### **EMERGENCY MUSTER POINTS**

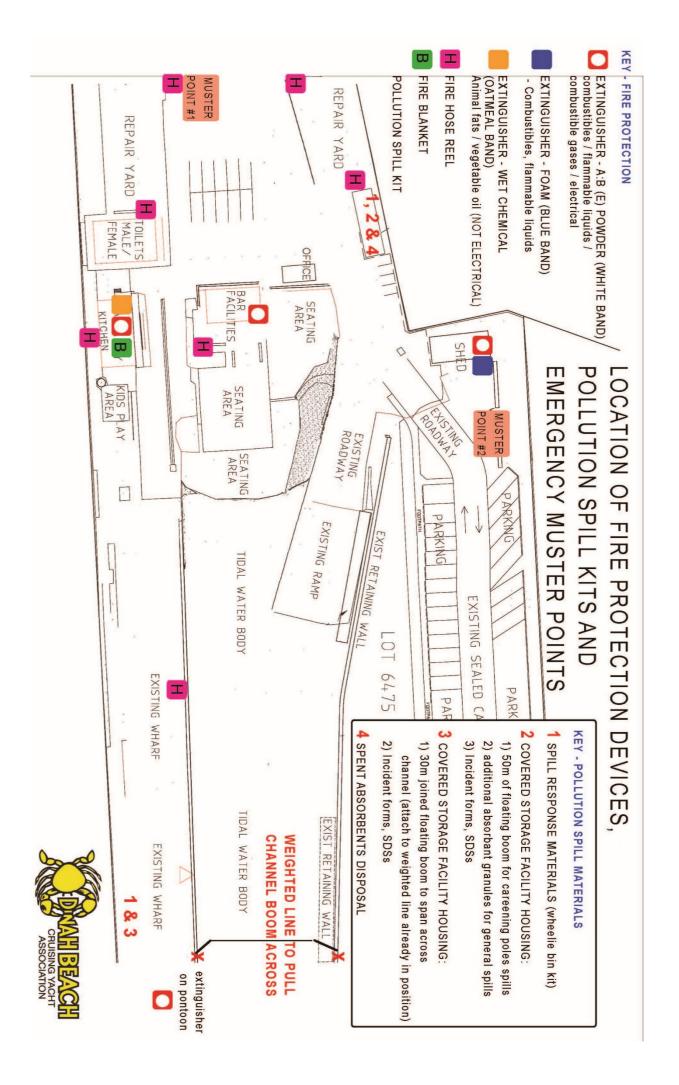
Refer to Location of Emergency Muster Points - page 12.

#### Primary evacuation assembly area:

Entrance of main carpark as indicated on the site plan.

#### Alternate evacuation assembly area:

Top carpark as indicated on the site plan.



### RESPONSIBILITIES

#### **EMERGENCY WARDEN**

The emergency warden is the designated Officer of the Day. By default this is the General Manager in the first instance and the Bar Supervisor in the second instance. Committee members in attendance also assume the role.

#### **IN EMERGENCY**

- 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 nearby buildings, including toilets.
- Coordinate first aiders and others in rescue of injured persons.
- Prevent anyone returning to the affected club site unless police authorities give 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 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**

The Club will conduct annual emergency training. This will be managed by the Safety Coordinator to key personnel, committee members and volunteers. The training 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 for key individuals but it is the responsibility of individuals to ensure that their qualification is current.

#### **TRAINING STRATEGY**

Type of Training	Person responsible	Frequency
Emergency training	Safety Coordinator	Yearly
Warden training	Safety Coordinator	Yearly
First Aider training	First Aiders	Every three years

### **COMMUNICATION STRATEGY**

Type of Communication	Person responsible	Frequency
Awareness of Emergency Response Plan	Safety Coordinator	Upon release and yearly
Notice of Emergency training	Safety Coordinator	Yearly
Notice of Warden training	Safety Coordinator	Yearly

### 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.

### RELEVANT STANDARD OPERATING PROCEDURES (SOPS)

DB-SOP-01

# SOP - SPILL CONTROLV2

At Dinah Beach Cruising Yacht Association (DBCYA) we strive to maintain a safe and clean workplace to reduce the risk of injury and illness to all persons and the contamination of the environment. All persons whether visiting or working at DBCYA are responsible for their safety and the safety of others that may be affected by their actions. All persons conducting work on site must follow site rules including but not limited to Standard Operating Procedures (SOPs). DBCYA Staff may issue a "STOP WORK ORDER" if work is being carried out on contravention to site rules.

#### PERSONAL PROTECTIVE EQUIPMENT REQUIRED



#### PREPERATION

- Appropriate type of spill kits provided where hazardous chemicals are used.
- Kit is adequately stocked with sufficient pads, adsorbent material and booms to prevent a spill entering a waterway and to allow for a complete clean-up of the spill.
- / Spill kit locations communicated to all through Emergency Plan.
- Workers trained in the use of the spill kits as required and at least annually.
- Ensure SDS available for all chemicals.
- Spills & Disposal of Hazardous substances must be carried out as per procedures detailed in the Section 6 Accidental release measures of the relevant SDS.

#### RULES TO FOLLOW

- Report all spills to DBCYA and complete an incident report including chemical type, volume, location and spill kit items used.
- Wear PPE appropriate for the chemical to prevent exposure during clean up.
- Spill kit storage location protected from the weather, readily available, mobile if necessary and all workers must be aware of the location.
- Once used, spill kit waste disposed of in accordance with the requirements of the hazardous chemical disposal requirements and the waste contractor. Use of Spill kits will be charged as per usage.
- Spill kits inspected quarterly to ensure readiness for use.
- Repeated or prolonged exposure to excess concentrate of chemicals should be avoided.

#### FORBIDDEN

- Failure to report a spill.
- Failure to contain a spill from spreading.
- Leaving spills unattended and not cleaning immediately.

<ul> <li>Dumping of spill kit waste in general waste bins where not permitted.</li> </ul>						
POTENTIAL HAZA	POTENTIAL HAZARDS/ RISK & ENVIRONMENTAL IMPACTS					
CONTACT WITH HAZ SUB	SLIPS, TRIPS, FALLS	PRESSURISED CONTENT				
WATERWAY CONTAMINATION	LAND CONTAMINATION	AIR CONTAMINATION				





HBEACH

# SOP - SPILL CONTROL V2

IDENTIFY & PREPARE	Read the SDS and understand the products you are using and ensure you understand the correct spill response.
CONTROL	Stop the leak – if safe to do so. Turn off the tap or pum Remove the pressure.
CONTAIN	Prevent the product from spreading and/ or entering the waterway.
ABSORB	Apply the contents of the spill kit to absorb as much of the product as possible, Or Use the absorbent pad to wipe product from all surfaces.
CLEAN UP	Collect and 'Bag or Bin' all contaminated soil, absorben material and pads. Dig up and remove residual contaminated soil if possible.
REPORT	Report <u>all</u> spills to DBCYA Management.



DEVELOPED BY HSE MANAGEMENT AUSTRALIA

DB-SOP-07

# AHBEACH

# DRSABCD action plan



In an emergency call triple zero (000) for an ambulance

### DANGER

Ensure the area is safe for yourself, others and the patient.

### RESPONSE

No response

· Send for help.

Check for response-ask name-squeeze shoulders

- Response
  - make comfortable
  - check for injuries
  - monitor response.



SOP - DRSABCD V2

NEXT REVIEW BY OC T 2025

### SEND for help

Call Triple Zero (000) for an ambulance or ask another person to make the call.

AIRWAY

- Open mouth-if foreign material is present: place in the recovery position
- clear airway with fingers.
- Open airway by tilting head with chin lift.

### BREATHING

Check for breathing-look, listen and feel.

Not normal breathing Start CPR.

- Normal breathing
- place in recovery position
- monitor breathing
- manage injuries
- treat for shock.

### CPR

Start CPR-30 chest compressions : 2 breaths Continue CPR until help arrives or patient recovers.

### DEFIBRILLATION

Apply defibrillator if available and follow voice prompts.

Learn First Aid | 1300 360 455 | www.stjohn.org.au

St John Ambulance Australia. St John encourages first aid aining as this information is not a substitute for first aid training.









# SOP - HIGH RISK WORK

At Dinah Beach Cruising Yacht Association (DBCYA) we strive to maintain a safe workplace to reduce the risk of injury and illness to all persons and the contamination of the environment. All persons whether visiting or working at DBCYA are responsible for their safety and the safety of others that may be affected by their actions. All persons conducting work on site must follow site rules including but not limited to Standard Operating Procedures (SOPs). DBCYA Staff may issue a "STOP WORK ORDER" if work is being carried out on contravention to site rules.

PERSONA	PERSONAL PROTECTIVE EQUIPMENT IF REQUIRED								
		$\Theta$	Ē				7		
	THI	INK & WO	RK SAFE, FO	<mark>or you, for</mark>	OTHERS & P	OR THE ENV	/IRON MEN	IT.	
IDENTIFY	WHETHER '	THE TASK	IS HIGH RIS	iκ					
<ul> <li>Risk of a person falling more than 2m (only to be conducted if have working at heights license).</li> <li>Work on or near chemicals, fuel or refrigerant.</li> <li>Work in an area that may have a contaminated or flammable atmosphere.</li> <li>Work on, in or adjacent to a road.</li> <li>Work in an area with movement of powered mobile plant.</li> <li>Work near powerlines.</li> </ul>									
RULES TO		<b>\</b>					1		
<ul> <li>Complete a Job Hazard Analysis (JHA).</li> <li>Identify the hazards and assess the risks.</li> <li>Provide JHA to GM for approval.</li> <li>Only commence work once approved.</li> </ul>									
	FORBIDDEN								
<ul> <li>Failure to complete JHA.</li> <li>Failure to receive GM approval.</li> <li>Working at over 2m heights without relevant license.</li> </ul>									
POTENTIAL HAZARDS/ RISK									
F/	ALLING FRO	M HEIGHT	S		PS, TRIPS, FA		FIRES F	ROM POWE	RUNES
	TRAFFIC M	OVEMENT		CONTAM	INATED ATM	OSPHERE		CHEMICALS	

