

# **EMERGENCY RESPONSE PLAN**

Updated December 2019



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**Personal safety of a distressed vessel's crew is paramount in all situations.**

## **Personal Safety of the Skipper and Crew**

Nedlands Yacht Club (NYC) – “Club” will provide all available assistance in the event of injured, sick or lost persons resulting from boating mishaps during Club events. The Club’s assistance will be limited to transporting injured persons to locations where professional response can operate in the shortest possible time.

## **Boat mishap/collision/sinking/grounding/accidents during Club events**

NYC will provide available assistance in the event of a boating mishap, collision, sinking, grounding or other accident during Club events where it is safe to do so. The Club is not obligated to undertake a professional or technical recovery of the stricken vessel and this situation is best referred to the boat owner or his insurance company to seek the appropriate person to handle the task.

## **General**

The Officer of the Day – “OOD” is the official representative of The Club and carries full authority and responsibility for all activities of the Club whilst on duty including co-ordinating an emergency response during an event. The OOD reports to the NYC Management Committee through the Duty Management Representative of the Day.

In an emergency, people need to have clear and concise instructions so that their decision-making requirements are reduced to the minimum, therefore reducing their stress and the likelihood of panic. For all medical emergencies please follow the NYC **EMERGENCY PROCEDURE** outlined below.

## **Duties of Personnel**

The Nedlands Yacht Club Officers, Race Officials, Support Craft Personnel will support the OOD in the event of an emergency.

## **Preparation prior to an NYC Event**

Prior to commencement of sailing at Nedlands Yacht Club the OOD should establish that:

1. First Aid Representatives have been identified. This person will be a medical doctor, registered nurse or hold a current first aid certificate. Wherever possible, a First Aid Representative should be aboard one of the support boats.
2. The support boat two-way radios are functional and boat crews know how to operate them.
3. The start boat and all support boats are fitted with a first aid kit, and
4. There are First Aid boxes in the Club Canteen, Sail Training Centre and OOD's office. There is a Defibrillator in the Club Canteen for cardiac arrest patients. A folding emergency stretcher is located next to the retirement sheet desk in the Sail Training Centre. Check that the location of all the above is known by the First Aid Representatives.

## **Duties of the Officer of the Day**

1. Co-ordinate initial actions deemed necessary. See chart *Emergency Response Flow Chart* (Appendix 5) and follow the *EMERGENCY PROCEDURE* outlined below.
2. Decide if the situation can be handled by Club resources.
3. Allocate duties:
  - a. If being handled by the Club – delegate a person to arrange first-aid equipment and call for first aid qualified assistance (refer to the first aid register Appendix 3).
  - b. Delegate a person to stay in contact with rescue vessel if afloat or to stay with the injured person if ashore.
  - c. If being handled by outside agencies – (after the above) delegate a person to contact outside agency, e.g. ambulance, doctor, hospital (refer to the Emergency Contact List above)
4. Notify the NYC Duty Management Representative (Appendix 2).
5. Coordinate all requirements until emergency is over.
6. Consider abandoning the race/event in order to coordinate the emergency.
7. Fill in an incident / accident report if anyone is injured or involved in a near-miss (Appendix 4).

## **Duties of Support Craft Personnel**

In case of Emergency your first responsibility is to the wellbeing of your Crew and the Crew of the stricken vessel and you should:

1. Assess if your craft can handle the situation.
2. In any case notify the OOD.
3. Identify your location.
4. Advise if further assistance is necessary.
5. Maintain communication with the OOD.
6. Advise if outside agencies (Ambulance etc.) will be required.
7. Assess where to meet outside agencies to expedite assistance.
8. Coordinate activities with resources available to you.
9. At the end of emergency, assist the OOD to complete the incident report.

## Search and Rescue Plan (River)

When a distress signal or sighting of a distressed craft is reported:

1. If there is no capability to send a support boat, contact the Water Police on **9422 8600** (24-hour number).
2. If the support boat is dispatched, request assessment of the situation:
  - a. No immediate danger to Crew or Craft
  - b. Crew require assistance by rescue or medical first aid – **Initiate *EMERGENCY PROCEDURE***
  - c. Crew OK, Craft in danger to founder or become a navigation hazard
  - d. Injured Crew require outside agencies (Ambulance etc.) – **Initiate *EMERGENCY PROCEDURE***
  - e. Incident on Craft requires outside agencies (Water Police, Pollution Response etc.)
3. Alert other rescue craft to the area if required.
4. If or when the Crew/Casualties have been dealt with satisfactorily the support boat Crew should assess the ability to retrieve the abandoned craft.
5. Initiate necessary manpower/resources to retrieve the craft.
6. Notate the sequence of events – time – action taken – results – etc.
7. Complete the incident report. (It is the duty of injured Sailors to report their injuries to the OOD and fill out an incident report)
8. Lodge the incident report form at the NYC administration office and notify members of the NYC Management Committee.

## EMERGENCY PROCEDURE

Upon receiving a radio report that a Sailor has been injured the following steps are to be carried out as quickly as possible.

If rescued person is unable to climb stern ladder of SB1, engage use of surfboard to assist or, if too injured, use surfboard to tow injured person ashore.

Ask the Support Boat Crew to assess and report the nature of the injury; i.e. concussion, broken limb, laceration, etc. and if first aid and ambulance is required. If injured person is unconscious, bleeding uncontrollably or has a broken limb then an ambulance is required.

1. If an ambulance is required go to Step 5. If first aid only is required go to Step 12.
2. Determine the closest pick-up point onshore for the ambulance such as Perth Flying Squadron, NYC, Windsurfers beach off Hackett Drive or on the south side of the river.
3. Ring '000', ask for 'Ambulance' and give details of incident and the best location to pick up the injured person. Get the ambulance's estimated time of arrival. State your name and contact number (NYC 9386 5496).
4. Inform the Support Boat of ambulance pick-up point and estimated time of arrival.
5. Have the other Support Boat come to the end of the Club jetty to pick up the First Aider and transport them to the injured person if necessary.
6. If a third Support Boat is available have them go to the aid of the first Support Boat to help with rescuing the yacht and other Crew.
7. If boat must be left unattended to take the Crew ashore, if possible, attach laminated sign "Crew safe. Will return for boat. NYC"
8. Record the time of the incident and name of injured person.
9. DO NOT ring '000' to find out which hospital the injured person is being taken too. Ask the ambulance officers to tell you, and to call you if the hospital moves the ambulance onto another hospital. Contact their parents or partner and inform them of the situation. You may wish to pass this duty on to some-one who knows the family.

10. If first aid only is required, then have the other Support Boat come to the end of the Club jetty to pick up the First Aider and transport them to the injured person.
11. If a third Support Boat is available have them go to the aid of the first Support Boat and help with rescuing the yacht and crew.
12. When injured person is ashore have First Aider attend to them if they have not already done so. Be aware of delayed shock. Always arrange for a friend or parent to stay with the person until they arrive home or are completely recovered.
13. If further medical treatment is required then arrange transport for them to attend the 'EMERGENCY MEDICAL CENTRE' at SIR CHARLES GAIRDNER HOSPITAL on Hospital Avenue, Nedlands. If the person is a junior, then arrange for some-one to stay with them until their parents arrive.
14. Ensure an incident report form is completed by the persons involved in or attending the incident and lodge form(s) at the NYC Office for attention of Management.

**Appendix 1– Nedlands Yacht Club – Emergency Contacts.**

<b>Contact</b>	<b>Preferred Contact</b>	<b>Alternate Contact</b>
Police	000	13 14 44
Fire	000	
Ambulance	000	
Hospital Emergency	9346 3333 Sir Charles Gairdner, Monash Ave, Nedlands	9224 2244 Royal Perth Hospital, Wellington Street, Perth
Doctors	9346 6191 After Hours - Family Medical Clinic, Monash Ave, Nedlands	9386 7417 Dalkeith Medical Centre, 81 Waratah Ave, Dalkeith (NOT ON SUNDAYS)
St John's Ambulance	9334 1222	1300 360 455
State Emergency Services	13 25 00	
Poisons Information	13 11 26 Sir Charles Gairdner Hospital	
Water Police	9442 8600 (24 Hr)	13 14 44 (VHF -16 and 67, HF 6215, 4125, 8291 and 8176)
Wembley Police Station	9214 7100 379 Cambridge St, Wembley	Fax 9214 7166 (Mon-Fri 8-4pm)
Rottneest Police	9292 5029	
	9403 1000	
Fremantle Sea Rescue	9335 1332	0416 171 929
DEC Pollution Response Unit	1300 754 782	9483 6462
ToxFree Emergency Response	1800 429 628 (24 Hr callout) Services to manage clean-up of toxic spills	
Wildcare Helpline	9474 9055 (For injured native wildlife)	
Nedlands City Council	9273 3500 (Weekdays)	

**Appendix 2– Nedlands Yacht Club – Management Committee Contacts.**

Details reflect NYC records at the time of publication. Please update the list by hand and advise the Managing Secretary of changes.

<b>NAME</b>	<b>POSITION</b>	<b>MOBILE</b>	<b>EMAIL</b>
Glenn Fairey	Commodore Vice Commodore (Regatta Chair)	0421 379 603	<a href="mailto:gg16@westnet.com.au">gg16@westnet.com.au</a>
Tam Christie	Treasurer	0419 026 750	<a href="mailto:tam@christiepartners.com.au">tam@christiepartners.com.au</a>
Julia Cheong	Rear Commodore	0418 952 795	<a href="mailto:julia1943@bigpond.com">julia1943@bigpond.com</a>
Peter Twiby	Rear Commodore YAWA Representative	0423 113 148	<a href="mailto:peter.twiby@hotmail.com">peter.twiby@hotmail.com</a>
Andy Peryer	Rear Commodore	0421 544 694	<a href="mailto:andycap@inet.net.au">andycap@inet.net.au</a>
Ric Fairey	Committee Member (Support Vessels)	0412 992 061	<a href="mailto:eaf@icenet.com.au">eaf@icenet.com.au</a>
Peter Snow	Committee Member	0490 089 312	<a href="mailto:petersnow167@gmail.com">petersnow167@gmail.com</a>
David Feldman	Committee Member	0400 233 998	<a href="mailto:dfeldman2@optusnet.com.au">dfeldman2@optusnet.com.au</a>
John Collier	Committee Member (Maintenance)	0408 908 790	<a href="mailto:jcmobile@tpg.com.au">jcmobile@tpg.com.au</a>
Phil Stewart	Committee Member (Safety)	0459 125 524	<a href="mailto:livepanda@gmail.com">livepanda@gmail.com</a>

**Appendix 3– Register of first aid and other medically qualified members to be kept up to date in the Training Register.**

## Appendix 4 – First Aid method of DRS ABCD

First aid is as easy as ABC – airway, breathing and CPR (cardiopulmonary resuscitation). In any situation, apply the DRS ABCD Action Plan.

DRS ABCD stands for:

- **Danger** – always check the danger to you, any bystanders and then the injured or ill person. Make sure you do not put yourself in danger when going to the assistance of another person.
- **Response** – is the person conscious? Do they respond when you talk to them, touch their hands or squeeze their shoulder?
- **Send for help** – call triple zero (000). Don't forget to answer the questions asked by the operator.
- **Airway** – Is the person's airway clear? Is the person breathing?
- If the person is responding, they are conscious and their airway is clear, assess how you can help them with any injury.
- If the person is not responding and they are unconscious, you need to check their airway by opening their mouth and having a look inside. If their mouth is clear, tilt their head gently back (by lifting their chin) and check for breathing. If the mouth is not clear, place the person on their side, open their mouth and clear the contents, then tilt the head back and check for breathing.
- **Breathing** – check for breathing by looking for chest movements (up and down). Listen by putting your ear near to their mouth and nose. Feel for breathing by putting your hand on the lower part of their chest. If the person is unconscious but breathing, turn them onto their side, carefully ensuring that you keep their head, neck and spine in alignment. Monitor their breathing until you hand over to the ambulance officers.
- **CPR (cardiopulmonary resuscitation)** – if an adult is unconscious and not breathing, make sure they are flat on their back and then place the heel of one hand in the centre of their chest and your other hand on top. Press down firmly and smoothly (compressing to one third of their chest depth) 30 times. Give two breaths. To get the breath in, tilt their head back gently by lifting their chin. Pinch their nostrils closed, place your open mouth firmly over their open mouth and blow firmly into their mouth. Keep going with the 30 compressions and two breaths at the speed of approximately five repeats in two minutes until you hand over to the ambulance officers or another trained person, or until the person you are resuscitating responds. The method for CPR for children under eight and babies is very similar and you can learn these skills in a CPR course.
- **Defibrillator** – for unconscious adults who are not breathing, apply an automated external defibrillator (AED) if one is available. An AED is a machine that delivers an electrical shock to cancel any irregular heartbeat (arrhythmia), in an effort get the normal heart beating to re-establish itself. The device is very simple to operate. Follow the instructions and pictures on the machine, and on the package of the pads, as well as the voice prompts. If the person responds to defibrillation, turn them onto their side and tilt their head to maintain their airway. **Note - Some AEDs may not be suitable for children.**



**Appendix 5– Nedlands Yacht Club – Incident Report Form.**

**INCIDENT/ ACCIDENT/ NEAR MISS/ SUGGESTION  
REPORT FORM**

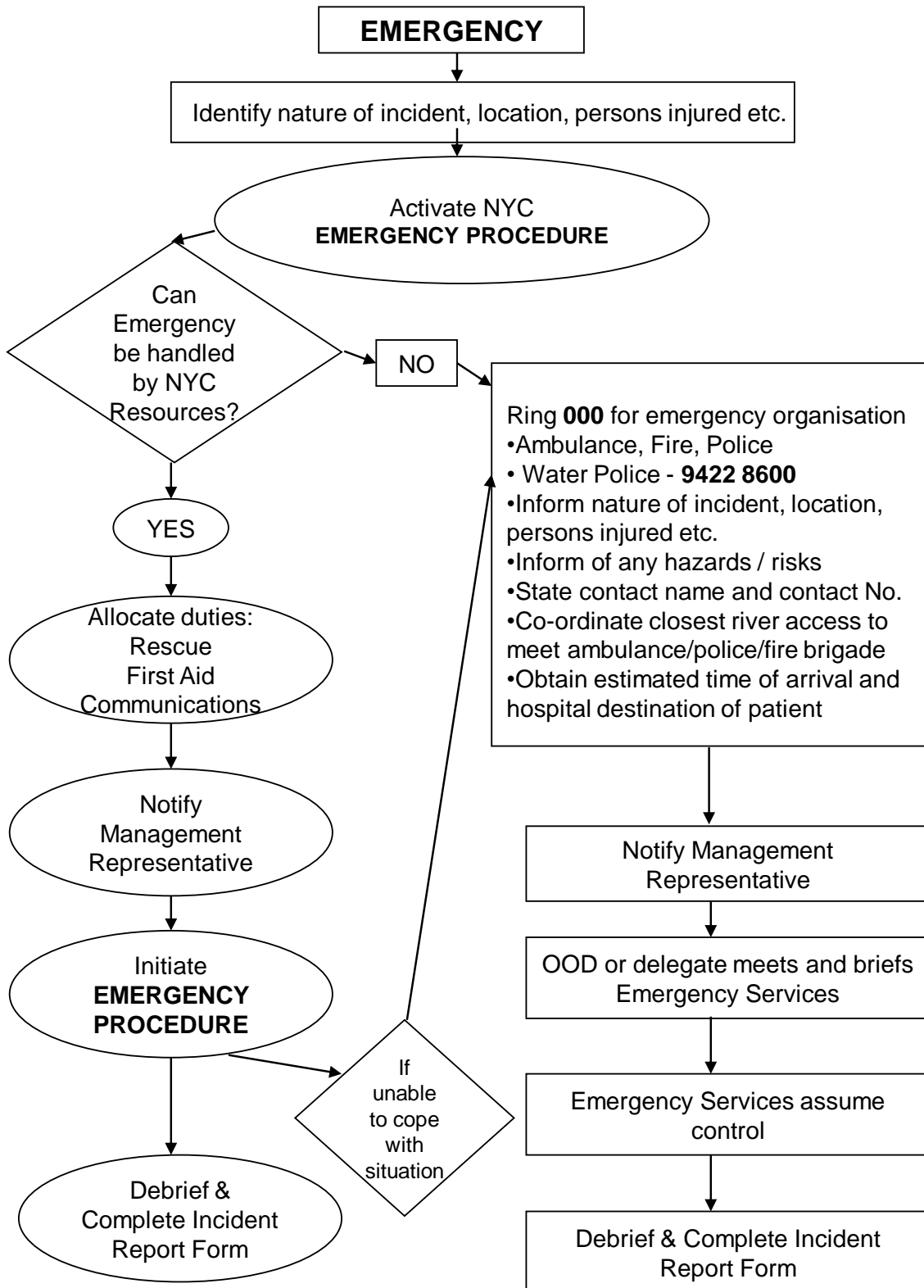
- Please use this document to advise Management of any incidents, accidents or near misses which occurred whilst rigging, racing or unrigging. You can also use this form to make suggestions for improving safety for the Sailors. This information will be used to develop safer ways of doing things.
- This report is not to be used as any part of a protest or claim for insurance.
- Write on the back of this sheet if you need more space.

<b>DATE OF INCIDENT:</b>	<b>TIME OF INCIDENT:</b>
<b>LOCATION:</b>	
<b>WEATHER CONDITIONS:</b>	
<b>NAME(S) OF INJURED:</b>	
Ambulance Called? Yes / No. Transferred to Hospital? Yes / No. Which Hospital? ..... Accompanied by:.....	
<b>NAME (No.) BOATS INVOLVED:</b>	
<b>WHAT HAPPENED (or NEARLY HAPPENED or COULD HAPPEN):</b>	
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<b>WHY DO YOU THINK IT HAPPENED (or NEARLY HAPPENED or COULD HAPPEN):</b>	
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<b>WHAT SHOULD BE DONE TO STOP IT HAPPENING AGAIN:</b>	
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<b>YOUR NAME AND CONTACT DETAILS:</b>	
<b>OTHER WITNESSES:</b>	

<b>SAFETY OFFICERS COMMENTS and RECOMMENDATIONS:</b>
<b>DATE:</b>
<b>MANAGEMENT COMMITTEES COMMENTS and RECOMMENDATIONS:</b>
<b>DATE:</b>
<b>ACTIONS COMPLETED:</b>
<b>DATE:</b>

**Appendix 6 – Nedlands Yacht Club – Emergency Response Flow Chart.**

**NYC EMERGENCY RESPONSE FLOW CHART**



## Emergency Response Management Structure Chart

