

Appendix 1

EMERGENCY PROCEDURES

Medical Emergencies

2. Remain calm
3. Assess the injury
 - a. If the injury is serious (e.g. injury to head, loss of blood, black out or broken bones, nausea, etc) dial '000' for emergency services then call staff with first aid qualification.
 - b. If minor injury call staff Member with first aid qualification (see list of qualified first aider qualified staff).
4. Contact the House Duty Manager (extension 199 or 90170199) to advise that there is a medical emergency and that an Ambulance has been called.
 - a. The Duty Manager will send a staff Member the street to direct the Ambulance to the hardstand.
 - b. The Duty Manager will phone the RSYS Chief Executive Officer or if unavailable the General Manager Operations to inform that a medical emergency has occurred.
5. Commence first aid whilst awaiting Ambulance and constantly monitor the casualty.
6. Following the emergency ensure that incident report forms are completed and given to the duty manager.

Emergencies on the Water

1. The Squadron does not have sufficiently trained staff or facilities to respond to many on-water emergencies. These emergencies include:
 - a. sinking yacht.
 - b. yacht on fire.
 - c. man overboard.
 - d. yacht capsize.
 - e. yacht adrift from mooring.
2. The Dock Master or RSYS staff may play a role in resolving these emergencies by assisting emergency services staff as directed.
3. In the case of an emergency staff should provide as much assistance as possible as long as it is safe to do so.
4. Staff should not perform any task that they are not trained to perform or comfortable with their ability to perform.

Fire Fighting Emergencies

1. Rescue any person in immediate danger but only if it is safe for you to do so.
2. Close any doors to enclose the fire or shut off the supply of fuel if the fuel bowser or pipes, etc., are on fire.
 - a. The fuel pump shut off is located between the fuel pump and the Sanivac at ground level.
 - b. The fuel flow shut off valves for the fuel supply lines that run under the hardstand are located at the back of the hardstand on the wall as shown in the attached photo.
3. Ring the fire brigade on '000' (see attached sheet on emergency calls).
4. Ring the House Duty Manager (extension 199 or 90170199) to advise that there is a medical emergency and that an Ambulance has been called.
 - a. The Duty Manager will send a staff Member the street to direct the Ambulance to the hardstand.
 - b. The Duty Manager will phone the RSYS Chief Executive Officer or if unavailable the General Manager Operations to inform that a medical emergency has occurred.
5. Fight the fire if it is safe to do so. There are a number of firefighting tools on the hardstand including;
 - a. Hand held extinguishers for different fire types (see attached information).
 - b. Water fire hoses
 - c. Foam firefighting attachment for use with fire hoses for on-water fuel/oil based fires.
6. Following the emergency ensure that incident report forms are completed and given to the duty manager.

Appendix 2

EMERGENCY CONTACT PROCEDURES

Emergency Contacts

Emergency Service	'000' or call on VHF Channel 16.	
Water Police	'000' for emergencies.	
Water Police (less urgent issues)	93207499 Water Police Balmain base.	
Oil and Fuel Spill Emergencies	9296 4000 Sydney Ports Authority Emergency Response 24 hours.	
NSW Maritime Authority	13 12 56.	
North Sydney Police Station	9956 3199.	
RSYS Waterfront Manager	Tom Giese	9017 0161.
RSYS Chief Executive Officer	William Pettigrew	0406 993 107.
RSYS Duty Manager / Security		9955 7171

Who to contact for advice out of business hours

If you need advice outside on what to do in a certain situation out of business hours the following Management Personnel should be contacted in the following order:

- 1) Tom Giese 0412 895 526
- 2) William Pettigrew Chief Executive Officer 0406 993 107

Who to contact in the case of an emergency

If an emergency occurs involving damage to property, injury to individuals, fire or fuel/oil spill, etc. the following personnel should be called until contact is achieved.

William Pettigrew	Chief Executive Officer	0406 993 107
Tom Giese	Waterfront Manager	0412 895 526
Hamish Green	Dockmaster	0418 446 491

The above management personnel will then notify the Commodore.

Appendix 3

LOCATION OF FIRST AID EQUIPMENT

First Aid Kits

House Manager Office, Main Clubhouse Level 4
Sailing Office, Wudjong House
Main Kitchen, outside dry goods store, Main Club House Level 4
Careening Cove Anchorage, bar area stereo end in cupboard
Workshop, hardstand Waterfront
Dockmaster Office, hardstand Waterfront
Committee Boat Gitana
Committee Boat ERA
Youth Sailing Equipment Room, beneath Wudjong House

Advance Air Resuscitation and Defibrillation Equipment

House Manager Office, Main Clubhouse Level 4
Dockmaster Office, Waterfront