



## Health and Safety Policy - Section 5

### Emergency Action Plan

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## 1 Introduction

This is Section 5 of Newcastle Yacht Club's Health and Safety policy, which presents our Emergency Action Plan.

This document lays out the procedures that will come into force in the event of an Emergency at Newcastle Yacht Club. This Emergency Action Plan will be reviewed on an annual basis, or after a major incident. This document is to be viewed by all club members at Newcastle Yacht Club in conjunction with the current Risk Assessments

For full information on our safety and risk assessments **please refer to the Newcastle Yacht Club Health and Safety Policy section 4.**

Each incident can be dealt with from two major areas, on shore and on water.

The Club's Safety Officer along with the names of Club Safety Duty personnel and their duties are also listed within this document, this list will be updated when new Club members are trained or when Club members cease their involvement with the Club.

### **Safety Duty Officers**

In the event of any incident the Safety Duty Officer shall be the Club Safety Officer, OOD or the Senior Instructor, depending on activity.

#### **Safety Duty Officer role:**

- Raising the alarm.
- Assigns a member of the Club to contact emergency service.
- Co-ordinates evacuation
- Final head count of all Club members and persons present at the Club.

### **Members who are qualified in First Aid**

A list of Club members trained to deal with emergency situations is posted on the Club noticeboard, their own personal safety is of utmost importance but they are also aware that they must endeavour to remove others from danger as soon as possible.





## 2 Fire

### On Shore

- In the event of a fire, the alarm should be raised immediately.
- Emergency services should be notified (Dial 999)
- Safety Duty Officer ensures Club members evacuate to the assembly point in the Car Park opposite the clubhouse
- A head count to ensure all are accounted for.

### Small/localised fires

- In the event of a small fire Club members may attempt to extinguish it immediately with appropriate extinguishers.

• Fire extinguishers are located in the following places **List extinguisher locations \*\*\*\*\***

- All extinguishers to be maintained annually or after discharge

### On the Water

- In the event of a fire a Club member or Safety Duty Officer should be immediately notified.
- Under no circumstances should Club members attempt to remove the cover from an engine where fire is suspected.
- The Club member/members may need to immediately evacuate the craft with all personnel, alternatively the fuel tank should be jettisoned (thrown overboard).
- The Club Safety Officer should be notified as soon as possible.
- Emergency services should be notified (Dial 999),
- Club members conduct head count to ensure all are accounted for.
- Where necessary, another craft will be dispatched to cover Club members and others from the water.



## 3 Medical Emergency

### On Shore

- In the event of an incident a Club Committee Member should be immediately notified.
- The Safety Officer should be notified as soon as possible.
- Emergency services should be notified ((Dial 999 Ambulance)
- A trained First Aider stabilizes injury with assistance from other Club members if required
- Safety Duty Officer co-ordinates Club members to take control of the situation.

### On the Water

- In the event of an incident the Safety Duty Officer/OOD should be immediately notified. Persons onshore should be notified by VHF Radio (**Channel 37**)
- Emergency services should be notified (Dial 999 Ambulance).
- The Safety Duty Officer/OOD involved should attempt to stabilize the situation and await assistance.
- Where necessary another craft will be dispatched to assist with first aid or to recover casualty.

For any First Aid situation the first aid equipment is located in the following areas:

- **List first aid locations**
- Safety Boats if afloat.



## 4 Missing Person

### On the Water

- In the event of a missing person all other Club members in the area should be immediately notified and dispatched to assist in the search.
- The OOD/Safety Duty Officer should notify the Emergency Services (112 Ambulance/Coast Guard).
- Those on shore at the Club should be notified by VHF (Channel 72).
- The Safety Duty Officer involved should ensure that others on the water stay together and safe until assistance arrives or go ashore if safe to do so.



## 5 Chemical Spill

### On Shore

- In the event of a Chemical spill the Club Safety Officer should be immediately notified.
- The Safety Duty Officer should be notified immediately.
- Emergency Services should be notified (Dial 999).

### If evacuation is required follow these steps

- The Safety Duty Officer directs Club members to evacuate to the assembly point (in the car park) if necessary.
- A Club member conducts head count to ensure all are accounted for.

### Where evacuation is not necessary

- Clean up the spill using cleaning products.
- Ensure PPE (i.e. gloves, masks, glasses and coveralls) are worn.
- **For flammable liquids use “Defy” to neutralise and rinse with water. If chemicals come in contact with skin - what have we got??**
- Follow instructions on packaging and seek medical advice.
- Treat as medical emergency if necessary.

### On the water

- In the event of a petrol or oil spill, inform the Safety Duty Officer.
- **Use “Defy” to neutralise the spill. - what do we use??**



The following are the Hazardous chemicals stored at Newcastle Yacht Club:

## **Chemical Locations**

### **Boat Shed Chemical Storage Room**

Petrol

Two stroke oil mix

Paint

White Spirits

Paint Stripper

Engine Oils

**Anything else?**

### **Changing rooms chemical storage**

Cleaner Sanitiser

Milton

**Anything else?**





## 6 Adverse Weather Conditions

Certain weather conditions may affect the safety of club members and others involved in water based activities in the Club. Under normal circumstances weather will be forecast in advance so an emergency can be avoided, the following is a plan to deal with unforeseen weather conditions (i.e. squalls, thunder/lightning storms).

### On Shore

- In the event of a squall or thunder/lightening Club members should take immediate action to stay safe and where possible members should go indoors, if remaining outdoors they should stay away from tall masts.
- The Club's Safety Officer should be notified as soon as possible.
- Safety Duty Officer will co-ordinate Club members to take care and control of the situation.

### On the Water

- In the event of a squall or thunder/lightening, the Safety Duty Officer should take immediate action.
- The Safety Officer should be notified as soon as possible.
- All on the water should return to Newcastle Yacht Club immediately, unless on a day trip, in which case members should be brought ashore as soon as possible.
- Once ashore Club members should not attempt to de-rig any craft until the storm has subsided (in the case of a squall, sailing boats should be head to wind with sails un-sheeted).
- Where possible, persons should go indoors, if remaining outdoors they should be kept away from tall masts or flag poles.
- Safety Duty Officer co-ordinates Club members and controls the situation.



## 7 Blow Out

A blow out is defined as a multiple capsizes in adverse weather where crews and equipment become scattered.

- In the event of a blow out the Safety Officer should be informed immediately.
- Any Club members onshore should help to operate rescue craft.
- Priority should be given to persons in the water; they should be removed back to Newcastle Yacht club as soon as possible.
- Once all persons are safely removed from the water, equipment should be righted and collected, in certain circumstances it may be possible to continue the session.
- Any injured persons should be treated immediately and any damaged equipment should be reported to the Safety Duty Officer.

Care should be taken not to overload rescue craft during a rescue situation



## 8 Contact Numbers

Commodore

Vice-Commodore

Rear-Commodore

Secretary

Treasurer

Safety Officer

Safeguarding Officers

Emergency Contacts

Local Doctor

Emergency Doctor

PSNI

Ambulance 999

Mayday Channel 16