

**East Fremantle**  
Yacht Club  
ESTD. 1933

# **EAST FREMANTLE YACHT CLUB INC.**

## **EMERGENCY PLAN**

CREATED:	BY:	VERSION:
May 2019	M Brunswick	EP01

# **EMERGENCY PLAN DISTRIBUTION LIST**

**General Manager**

**EFYC Club Bosun**

**Executive Committee**

**Food and Beverage Supervisors**

**Chairperson Environment and Emergency**

**EFYC Duty Officer File**

**Fire and Rescue Services, Fremantle**

**Fremantle Water Police**

**Department of Transport Marine Safety**

**EFYC Start Tower**

**EFYC Junior Training Room**

**EFYC Boat Storage Shed**

# INDEX

<b>REFERENCE</b>	<b>PAGE</b>
CONTACTS	4
FUEL CONTROL CONTRACTORS	4
INTRODUCTION	5
AIM	5
FIRE	6
FIRE ONBOARD A VESSEL	7
FUEL LEAKAGE	8
LG GAS LEAK	9
CHEMICAL SPILL	10
SINKING VESSEL	11
FIRST AID	12
PORTABLE EQUIPMENT	13
MAP	14

## CONTACTS

<b>TITLE</b>	<b>NAME</b>	<b>WORK CONTACT</b>	<b>AH CONTACT</b>
General Manager	Michael Brunswick	9339 8111	0431 763 183
Rear Commodore M & S	Laurie Huck	9339 8111	0407 195 146
Club Bosun	Geoff Edgington	9339 8111	0410 280 405
Sailing Administrator		9339 8111	
Fire and Rescue		000 All hours	
Police		000 All hours	
Ambulance		000 All hours	
Water Police		9442 8600	
Fremantle Volunteer Sea Rescue		0416 171 929	
Fuel Distributors WA	Steve Russell	9419 6599	0408 288 243
DoT Marine Operations	Safety	9239 2272	
DPaW		9219 9000	0419 192 845
State Emergency Service		9277 5333 All hours	
Western Power		13 13 54	
Water Corporation		9420 2420	
Fiona Stanley Hospital		All hours	
East Fremantle Town Council	Ranger	9339 9339	0418 947 312
Club Operations:			
	Duty Officer	9339 8111	
	Start Tower	9339 8111	
	Duty Manager (Staff)	9339 8111	
Fuel Contractors (Fuelquip)	Chris Vince	9379 3666	

# **EAST FREMANTLE YACHT CLUB MARINA EMERGENCY PLAN**

## **INTRODUCTION**

The control of the East Fremantle Yacht Club Marina is vested in the General Manager. This control is delegated to the Bosun, or in his absence, to the person nominated by the General Manager from time to time.

This plan deals principally with emergencies related to the Club premises, vessels in transit, moored or parked within the Club Marina or within the Club lease, and the evacuation of the Marina if necessity arises.

## **AIM OF THE MARINA EMERGENCY PLAN**

1. Safety of personnel, both staff and public
2. Protection of property
3. Prevention of damage to the sensitive marine areas
4. Combat and elimination of the source of any emergency situation
5. Ensuring prompt flow of information to all relevant bodies and authorities responsible for monitoring and controlling emergency situations within the community.

## **EMERGENCIES INCLUDE**

- A. Fire
- B. Fire on Board a Vessel
- C. Fuel Leakage within a Vessel
  - Diesel
  - Petrol
- D. LP Gas Leak
- E. Hazardous Chemical Spill
- F. Sinking or Sunken Vessels

Details for action on each type of emergency are detailed in this plan.

## **CONTACT**

In all cases the General Manager and the relevant responding authority should be the first point of contact and they will assume the duty of the on-scene coordinator. As soon as an assessment has been made the General Manager will confirm the information to the appropriate authority.

Following any emergency, and as a result thereof, the General Manager shall prepare and submit a detailed report, together with any recommendations for future reference, to the Executive Committee, with a copy to the Chairman of the Environment and Emergency Committee in his capacity as Convenor of the Safety Committee.

## A - FIRE

For location of fire fighting equipment within the Marina, see Map 3.

### **Actions:**

1. Contact the Fire and Rescue Service and the General Manager with an accurate description of the nature and location of the fire. (Fire and Rescue Service will, as a matter of course, notify all other appropriate authorities).
2. Determine the risk of electrical danger if any and keep nearby property/boats well hosed down.
3. Using available firefighting equipment, endeavour to control the fire until the Fire Rescue Service arrives.
4. As each situation will probably differ in relation to the cause, size and location of fire, it is important that personal safety be given priority. Due regard to property also being a concern.

The General Manager will be expected to take control as far as Club Members are concerned and he will liaise with the Fire and Rescue Officers as and when required. Club members and/or boat owners are expected to take due notice of all or any instructions issued by the General Manager or Fire and Rescue Officers.

### **FIRE IN CLUBHOUSE**

1. If it is safe to do so attempt to extinguish small fires using appropriate fire extinguishers. See map for location of firefighting equipment.
2. Alert Chief Warden/GM/DM/BO who will contact Fire Department on 000
3. The Chief Warden/GM/DM/BO may give instructions to evacuate. Follow the standard evacuation plan. See MAPS 1 & 2
4. Alert patrons of Club using the emergency broadcast system located in the back of house area behind the bar in the Wardroom on the First Floor.
5. Manually lock open gates for emergency access and post staff member at gate to direct emergency services.
6. Complete and file incident report located at the back of this folder.

## B - FIRE ON BOARD A VESSEL

### Boat at Refuelling Jetty

1. If a vessel is on fire at the refuelling jetty, as a matter of urgency, close the fuel supply line valves, providing they are accessible. Location of the control valves is shown on Map 3.
2. Do not set the vessel adrift unless satisfied that it will drift to a safe and
  - a. accessible location.
3. If other vessels are alongside the refuelling jetty and are accessible, ensure that these are moved away from the jetty as quickly as possible to prevent the spread of fire.

### Boat in a Pen

1. If it is safe to do so attempt to extinguish small fires using appropriate fire extinguishers.
2. Alert the Chief Warden/GM/DM/BO of the location of the fire who will contact **Fire Department** on **000**.
3. Co-ordinate evacuation of all persons to safety including any persons cut off on jetties with no access to shore. Send boats to collect.
5. Isolate power to the jetty, switch located at the beginning of each jetty.
6. Assess wind direction and speed to determine if portable fire pump should be deployed by boat to assist in containment of fire.
7. If safe to do so; fight fire and/or minimise risk to other boats and infrastructure.
8. If safe to do so; tow neighbouring vessels away from fire
9. Remember that the safety of people is paramount.
10. Handover to Fire Service on arrival.
11. The GM/DM/BO is to ascertain the extent of the damage, remove debris/foam etc from area and ensure all spills have been contained and removed. Implement a Clean-up plan and Strategy to make good.
12. Contact the Swan River Trust if a spill has occurred.
13. Complete and file incident report located at back of this folder.

## C - FUEL LEAKAGE WITHIN THE MARINA

### Fuel Spill

1. Contact GM/BOM/AOM
2. Ascertain type and source of spill ie: diesel, petrol oil or other
3. The GM/DM/BO may advise to evacuate; if this order is given follow the standard evacuation plan.
4. If spill is petrol or similar explosive material, clear area of unnecessary persons. Turn off electrical power to the area and avoid all flames and sparks. Isolation switches are located at the start of each jetty.
5. Control and contain the cause of the spill. **CONTAINMENT IS KEY.**
6. If the spill is at the fuelling jetty, turn off fuel pumps by pressing the RED EMERGENCY STOP BUTTON located on the fuel jetty
7. Isolate fuel valve at head of D jetty
8. If spill is originating from a boat, turn off bilge pump on that boat
9. Deploy equipment from marine spill kits located on Fuel Jetty and E Jetty entry. Fit booms around the entire spill using Club boats if necessary
10. The GM/DM/BO will notify the Swan River Trust
11. Monitor until situation is resolved
12. GM/DM/BO will ascertain the extent of the damage and implement a Clean-up Plan and Strategy to make good.
13. Complete and file incident report located at the back of this folder.

### Petrol fuel spillage

1. Advise the Fire and Rescue Service.
2. Advise and summon a "Fuel Spillage and Control" Contractor.
3. In co-ordination with the Fire and Rescue Service and the Fuel Spillage and Control Contractor, have the vessel towed to a suitable location if necessary, for the safe removal of the spillage.
4. The Fire and Rescue Service will automatically advise all other relevant authorities of the emergency.



## **D - LPG GAS LEAK**

**In all cases the General Manager must be advised.**

### **GAS LEAK IN THE MARINA**

The likely problem with LP gas leakage will be from smaller containers on board vessels. Leakage from such containers could present a potential fire hazard and should be treated accordingly.

1. Alert all people in the vicinity
2. Immediately stop all engines and electrical equipment
3. Do not operate any equipment that is not flameproof
4. Close the cylinder valve
5. Move the cylinder to a safe location at least 20 metres from any source of ignition and when empty, return to the supplier with a tag attached explaining the fault
6. Ventilate the craft or the vehicle until the air is cleared of vapour
7. Alert all people in the vicinity.

### **GAS LEAK IN THE CLUBHOUSE**

1. Isolate gas leak. If in F&B Kitchen, turn off all equipment if possible.
2. Close off Isolation Valves located at the Gas Cabinet at the top of the hill (See Map 3) immediately
3. The Chief Warden/GM/DM/BO may advise to evacuate; if this order is given follow the standard evacuation plan.
4. Complete and file incident report located at the back of this folder.

## E - HAZARDOUS CHEMICAL SPILLS

### Action:

Notify the General Manager.

1. The General Manager must assess the situation determining the following:
  - a. Nature of chemicals if possible.
  - b. Safety and location of people.
  - c. Presence of fire, smoke, fumes and wind direction
  - d. Presence of hazardous materials
  - e. Combat facilities
  - f. Drainage and pollution consequences.
2. If in his opinion the situation presents a potential hazard, he will contact the Fire and Rescue Service and the Police.
3. Secure the area where possible. Evacuate unnecessary people.
4. Ensure that the hazardous chemicals are not hosed down the drains and as far as possible are prevented from entering the marina. All hazardous chemicals are to be removed from the area.
5. If the hazardous chemical is a liquid, and has entered a drain, the General Manager should take immediate steps to prevent it from reaching the River. This can be done by sealing off the drain by placement of a sand or earth bund at the river end of the drain. Expediency is of the utmost importance.
6. Once the hazardous material has been absorbed by the bund of sand or earth, the bund must be removed and disposed at a location approved for disposal of hazardous chemical wastes. Advice should be sought from the Health Department on this aspect.

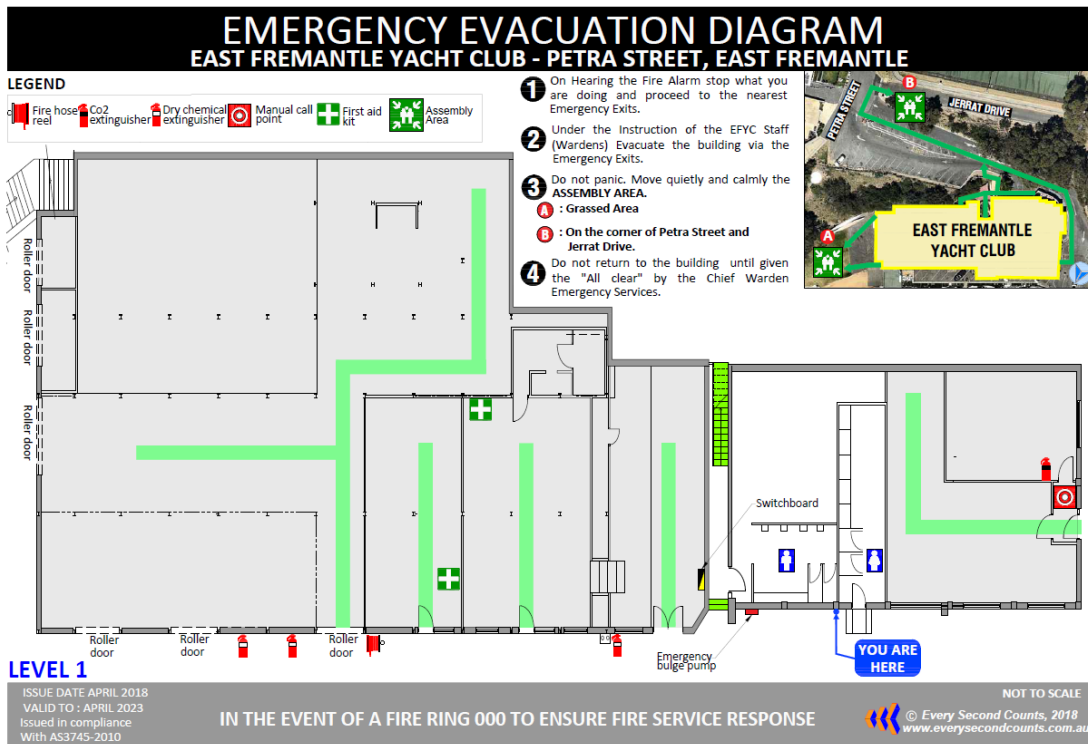
## F - SINKING OR SUNKEN VESSELS

1. If a vessel is in a Pen, initiate pumping procedure with inboard bilge pumps (providing there is no apparent oil or fuel visible in the craft) and/or mobile pump units. For location of mobile pumps see Map 1.
2. Inform, the owner as soon as possible and request his attendance. If no contact is available and the leak cannot be rectified, arrange for the vessel to be towed to a Club Mooring.
3. A vessel which cannot be pumped out, and which will eventually sink, will require contingencies for fuel/oil spillage. Booms must be arranged to contain any fuel or oil spillage until it can be reclaimed by absorbents or pumped out. Floating debris must be collected.
4. If the sinking occurs in the marina, but outside of the Pens, the position of the vessel must be clearly marked by buoys to avoid any hazard to other vessels.
5. The responsibility for raising the sunken vessel rests with the owner. The Club may arrange the raising and the lifting of the sunken craft at the owners request, or without the request if the owner has not undertaken the task within the time limit stipulated by the General Manager in his written or verbal request. In any case, the total cost shall be to the owner of the vessel.

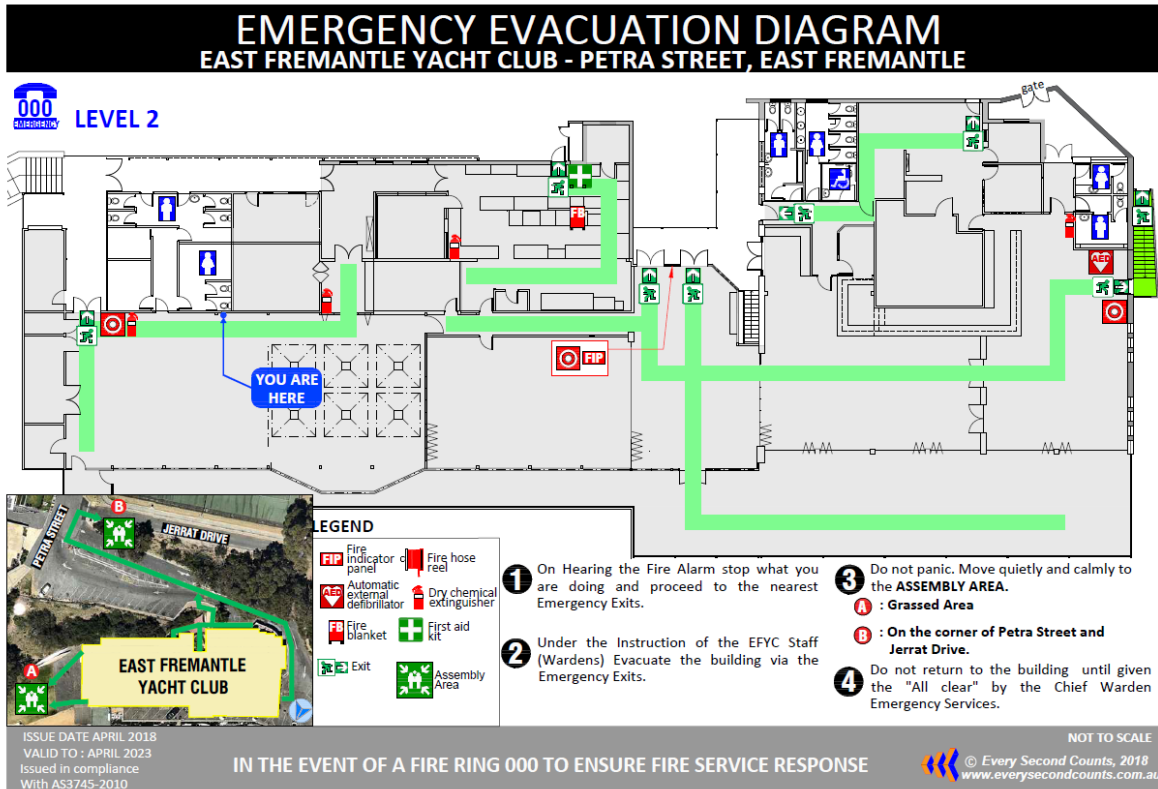
## FIRST AID

1. A basic First Aid kit, including a stretcher and fire blanket, is situated in the Administration Office. Another basic First Aid Kit is located in the Training Room, one is available upstairs in the Hospitality Services area.
2. A Defibrillator is located at the entry to Administration, you will need to dial 000 for the code. Once the defibrillator has been removed, follow the prompts
3. A Defibrillator is located at the entry to the Western Entry of the Commodores Bar. Once the defibrillator has been removed, follow the prompts
4. The following Staff Officers have current St. Johns First Aid Certificates:
  - General Manager
  - Club Bosun
  - Food and Beverage Duty Managers 9339 8111
  - All Club Sailing Coaches

# MAP 1



# MAP 2



## EQUIPMENT

ITEM	NO.	LOCATION
Marina Fire Hose Reels		<ul style="list-style-type: none"><li>• Entry to B, C, D, E, F Jetties</li><li>• End of B, C, D, E &amp; F Jetties</li><li>• Middle of D, E &amp; F Jetties</li><li>• D Jetty Centre Arm x 3</li><li>• D Jetty Fuel Arm x 2</li><li>• E Jetty Extension x 1</li><li>• Outside of the Training Room – GF of Clubhouse</li></ul>
Motorised Fire Pumps		<ul style="list-style-type: none"><li>• Adjacent to Ice Machine</li></ul>
Fire Hydrants		<ul style="list-style-type: none"><li>• Onshore at commencement of D, E &amp; F Jetties</li><li>• Dual Upstand onshore at commencement of C Jetty</li><li>• Dual Upstand in FESA Cabinet at Jerrat Drive/Petra St Parking area. Top of Hill.</li><li>• Western Shore 1, 6 &amp; 12 pens</li></ul>
Fire Extinguishers		<ul style="list-style-type: none"><li>• These are located throughout the Clubhouse and Marina for use in fire</li></ul>
Mooring Ropes, Fenders Tow Lines		<ul style="list-style-type: none"><li>• Bosuns Shed (Northern end or Works Area)</li></ul>

# MAP 3

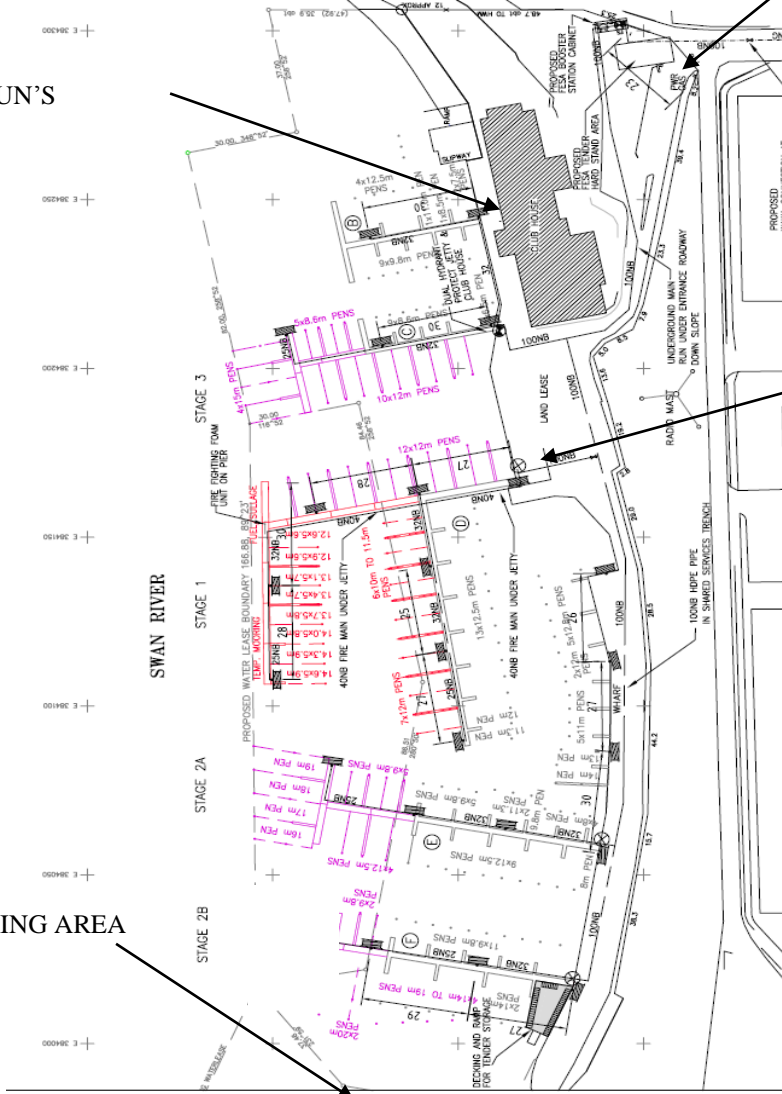
NO.	SYMBOL	DESCRIPTION	SCALE
1	(Symbol)	PROPOSED WATER LEASE BOUNDARY	1:500
2	(Symbol)	PROPOSED WAREHOUSE	1:500
3	(Symbol)	PROPOSED STORAGE	1:500
4	(Symbol)	PROPOSED PEN	1:500
5	(Symbol)	PROPOSED FUEL TANK	1:500
6	(Symbol)	PROPOSED EMERGENCY GAS CUT-OFF	1:500
7	(Symbol)	PROPOSED EMERGENCY FUEL CUT-OFF	1:500
8	(Symbol)	PROPOSED MANHOLE	1:500
9	(Symbol)	PROPOSED STATION CABINET	1:500
10	(Symbol)	PROPOSED STATION CABINET	1:500
11	(Symbol)	PROPOSED STATION CABINET	1:500
12	(Symbol)	PROPOSED STATION CABINET	1:500
13	(Symbol)	PROPOSED STATION CABINET	1:500
14	(Symbol)	PROPOSED STATION CABINET	1:500
15	(Symbol)	PROPOSED STATION CABINET	1:500
16	(Symbol)	PROPOSED STATION CABINET	1:500
17	(Symbol)	PROPOSED STATION CABINET	1:500
18	(Symbol)	PROPOSED STATION CABINET	1:500
19	(Symbol)	PROPOSED STATION CABINET	1:500
20	(Symbol)	PROPOSED STATION CABINET	1:500

**Maunsell**  
 Maunsell Australia Pty Ltd - Australia West  
 100/100 Stirling Highway, Perth  
 Western Australia 6000  
 Phone: +61 8 9481 0200  
 Email: info@maunsell.com.au  
 AUSA 20 005 846 825

**EAST REMANILE YACHT CLUB**

BOSUN'S

MOORING AREA



EMERGENCY GAS CUT-OFF



EMERGENCY FUEL CUT-

