



# Sugarloaf Sailing Club Emergency Response Plan

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Implementation Approval:

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Appendix A Sugarloaf Sailing Area



## Purpose

The purpose of this document is to provide guidelines in the event of an emergency, including:

- Fire at, on or near the grounds of the Sugarloaf Sailing Club (SSC)
- Evacuation
- Chemical Leak from Winneke Water Treatment Plant (WWTP).

This plan needs to be reviewed regularly particularly following specific outcomes of the 2009 Victorian Bushfires Royal Commission.

## 2 Emergency Management Compliance

In accordance with Licence Agreement between Melbourne Water and SSC, Schedule 1 (d) the Sugarloaf Sailing Club must have an approved Fire, Emergency & Security Plan approved by the CFA.

The SSC falls within the classification of a building / structure in accordance with Australian Standard 3745-2002 – “Planning for Emergencies in Facilities” therefore in the best interests and protection of members and visitors, it has been recommended that the Club complies with this Australian Standard.

The occupation and use of these facilities is part time and does not require the implementation of a dedicated Emergency Management Structure. However, it is recommended to comply with dedicated fire orders, evacuation and emergency response arrangements in the event of any emergency that impacts on the club and members.

The SSC operates on Sugarloaf Reservoir on a license arrangement with Melbourne Water, the WWTP has been designated as a Major Hazard Facility due to the type and quantity of dangerous chemicals stored on site. For this reason, SSC is required to have emergency response procedures in place in the unlikely event of a major chemical leak.

### 2.1 Authority

The Sugarloaf Sailing Club site is in the “Country Area of Victoria” as defined in the CFA act 1958 and is hence subject to conditions of the CFA act and the CFA regulations 2004.

## 3 Emergency Management Structure

Due the size and nature of the SSC there is no need for a nominated Incident Management Team with specific roles and responsibilities. The person responsible for implementing the responsibilities relating to Emergency Management, including the functions of Fire Warden, will be the Rostered Duty Manager (RDM). The day to day functions of the RDM are detailed in the Roster Duty Manager Manual.

## 4 Fire Warden

In the event of a fire, or the activation of the fire alarm, or other notification of a major incident including chemical leaks the Fire Warden / Rostered Duty Manager (RDM) is responsible for:

1. Ascertaining the nature and location of the emergency
2. If the emergency is a bush fire, ascertaining size, proximity, direction and impact time if available
3. If the emergency is a chemical leak, ascertaining the size of the plume, direction and impact time if available
4. Confirming that the appropriate emergency service has been notified



5. Ensuring that everyone on site is aware of the alarm
6. Instigating evacuation procedures if required
7. Monitoring progress of evacuation and record actions
8. In the event that the emergency requires a full water evacuation, launch all available rescue boats to evacuate sailors from boats (depending on weather conditions and the speed and direction of the wind)
9. Accounting for all personnel on site
10. Meeting with Emergency Services (if safe to do so) and advising them of the status of the emergency including the accounting of all members on site, or details of any person(s) missing.
11. Any other action deemed necessary for the safety of members on site
12. Considering "Shelter – In – Place" in the event of a major chemical leak (advice should be sought from CFA – see note).

**Note:** In relation to a major chemical leak, the CFA or Melbourne Water will advise the Warden if it is safer to evacuate or Shelter-In Place. This will be dependent on the following:

- The chemical that has been released
- The size of the leak (Plume)
- Wind direction and speed
- Expected time of impact at the SSC
- Possible duration.

## 5 Emergencies

There are many fire types. For example, a small fire in the club house kitchen in July requires a different response to an approaching northerly-driven bushfire on a very hot day in February. Fire plans are generally applied to bush fire scenarios and this plan deals with such fires, but it also recognises that a small fire is just as capable of causing injury or death. The plan is divided into scenarios to cover the main fire types that members of the Sailing Club are most likely to be confronted with.

**Case 1** – An Approaching Bushfire

**Case 2** – A Local Sugarloaf Bushfire

**Case 3** – A Building Fire

**Case 4** – A Sugarloaf Boat Fire

**Case 5** - Fire fighting Aircraft Picking up Water

**Case 6** - Chemical Leaks (Winneke Water Treatment Plant)

For the purposes of keeping this plan simple and direct in emergencies, fire prevention management practice applicable to the normal operation of the club includes:

- Actions such as the mowing of grass, building maintenance, fire extinguishers and other fire equipment audits
- Victorian Law covering fire prevention.

These actions are covered in other Club documentation. For example, information on what activities are allowed and under what conditions during the fire danger period and total fire ban days, refer to: [http://www.cfa.vic.gov.au/restrictions/documents/can\\_i\\_cant\\_i/can\\_i\\_english.pdf](http://www.cfa.vic.gov.au/restrictions/documents/can_i_cant_i/can_i_english.pdf)

## 6 Evacuation – (Fire)



In a bushfire, depending on when the decision is made, evacuation can be more dangerous than staying and taking shelter. Early safe evacuation is the preferred option for the Sailing Club but should take into account the situation at the time.

## **7 Chemical Emergency**

Winneke Water Treatment Plant is a Major Hazard Facility and must adhere to the strict laws and regulations regarding use and storage of dangerous chemicals. Some of the chemicals stored on site are dangerous and can cause serious health issues or death if exposed in large quantities, or over an extended period of time.

For these reasons, SSC must have procedures in place to protect members in the unlikely event of a major chemical leak. The likelihood of a major chemical leak is extremely low due to the mitigation strategies and comprehensive safety measures implemented by Winneke Water Treatment Plant to mitigate this risk. However, the consequence can be extreme.

When chemical leaks occur they happen very quickly with little or no warning. The travel of the gas plume is totally dependent on the size of the leak, the contours of the land and prevailing weather conditions. Notification and communication is the primary task for chemical leaks and it is essential that any response is activated quickly and in an effective and efficient manner. In most instances, chemical leak emergencies have limited duration due to the disbursement into to the atmosphere and reducing density as it spreads.

An internal, 'Level 2', chemical leak at WWTP, which may not necessarily involve a leak to the atmosphere or external environment, will trigger the WWTP Emergency Plan including the sounding of emergency siren. The siren may, or may not, be heard on the lake or at the sailing club. If an emergency siren is heard at the sailing club, or on the water, it is appropriate for the Club to contact WWTP, as a matter of urgency, to ascertain the situation.

When the SSC is notified of a major chemical leak, the only responses will be evacuation or shelter-in-place. (Refer earlier notes regarding Shelter-In-Place). Advice from Melbourne Water (WWTP) will inform decisions including preferred escape routes. Key evacuation options are Yarra Glen or Watsons Creek/Kangaroo Ground. The prevailing weather conditions may have a bearing on the safety of each escape route.

## **8 Review**

This Emergency Response Plan is subject to review as Government Authorities (Parks Victoria in particular) review the management of public areas. It should also be noted that this plan is being prepared prior to the final report of the Black Saturday Royal Commission.

## **9 Common Emergency Requirements**

Most emergencies require similar action:

- Immediate action to stop or minimise the hazard
- The need to stay calm
- Who to call to raise the alarm
- How to notify emergency personnel (ambulance, fire brigade, SES, electricity, gas, and police)
- How, when and where to evacuate
- Names of the key leaders responsible for making decisions during the emergency (and their duties e.g. a warden)
- How to establish and use a fail-safe communications system.



## **10 Immediate Action**

### **Call 000**

For all fires that have the capacity to spread, or cause damage to any property, structure of vehicle, the CFA must be called without delay.

In the event of a small fire, every effort should be made to extinguish the fire before it can get out of control. This can only be done if the actions can be completed in a safe manner and does not put any person at risk. If the fire appears to be increasing, or the control measures are having little or no impact, the CFA must be called immediately.

When using fire extinguishers, or other fire fighting equipment, every effort should be made to use the equipment in the correct manner.

## **11 Initial Response**

In all emergencies, it is essential to remain calm at all times and remain focused of the tasks that need to be completed to mitigate the risk to all persons and prevent the incident from escalating. The response to a major incident is likely to have two main strategies:

1. Evacuate (risk of injury is high and little chance of saving facility)
2. Stay and defend (fight fire with approved equipment proving there is no risk of injury, or in the event of a chemical leak, Shelter-In-Place until the danger has passed.

When deciding the correct action for a major incident, it is important to consider the following:

1. Does this incident have the capability to increase and cause other problems?
2. What is the possible consequence of this incident?
3. What are the alternatives or options available to best safeguard person and property?

## **12 Raising the Alarm & Notifying Authorities**

### **Call 000**

For all emergencies, the correct procedure is to call Emergency Services Telecommunication Authority (ESTA) on "000" and state the nature of the emergency. ESTA will connect to the relevant emergency service and it is important to provide as much information as possible. This will assist the Emergency Services to manage the response with appropriate personnel and equipment. The location information for the ESTA is shown in the box below.

There is a phone in the Club-house and a number of members may have access to mobile phones.

Sugarloaf Sailing Club - Gate 11 Ridge Road Christmas Hills  
Nearest Cross Road – Muir Road  
MELWAYS REFERENCE – 273 H2

## **13 Club Grounds Closure**

This document is a plan of action for the Rostered Duty Manager at the Sailing Club should there be a fire at or in the region of the Sailing Club on a day the Club is open.



There may be instances when through prior warning the Club will be closed on a scheduled open day and will not be attended in which case this plan is irrelevant. The Sailing Club will generally be closed to the public on those days when Parks Victoria close the Picnic Grounds to the public for reasons of safety that would apply across the general Sugarloaf Park area.

## 14 Key Emergency Contact

The leader at Sugarloaf is always the Rostered Duty Manager (RDM). These people have experience at the club, are sometimes members of the CFA, have been trained and are considered to be responsible, sensible managers. Their role is to manage all matters to do with running the club. The RDM is also the fire warden.

## 15 Communications

**Externally** – There is one telephone line with a telephone located at the Club House and in the Tower. The SSC Operations Manual requires the RDM to forward the Club Telephone to a mobile phone (carried by the RDM) while they are on duty.

**Internally** – Each boat has VHF radio communications (channel 94, 27.940 MHz). There is also one in the Club rooms and one in the Club vehicle.

The Club Telephone Number is: **9730 1885** (which will divert to a mobile carried by the RDM while on duty)

In the event of a chemical leak, Winneke Water Treatment Plant will make every effort to communicate to the SCC the details of the leak by calling the Club Telephone Number.

**Winneke Water Treatment Plant/Melbourne Water** – in case of emergency, eg to confirm an emergency siren heard from WWTP or to notify of incidents at the Club –

Winneke Control Room **9719 4666**

If there is no response then –

Melbourne Water Control (Brooklyn) **9325 2666**

## 16 Emergency Case Studies / Scenarios

To best describe an emergency and the actions required to safeguards members and mitigate further risks, a number of scenarios have been developed and should be read and adhered where possible.

### 16.1 Case One – Approaching Bush Fire

In all fires, the safety of people is priority. It is not expected for SSC members to attempt to save club assets. The Standard Operating Procedures for SSC during any fire is to evacuate early while it was still safe to do so. If evacuation routes are impacted by fire, the Pebble Beach at the lake may be the safest area to shelter.



During any fire, SSC should make every effort to maintain communications between local residents and emergency services. If the advice for local residents is to implement their fire plan, the SSC should commence evacuation immediately.

Sources for Information:

<b>Radio</b>	774KHz
<b>Bush Fire Information</b>	1800 240 667
<b>CFA Web Site</b>	<a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a>

**Scenario 1A** - Before boats are on the water.

If there is any indication that bushfires are active in the area, quickly pack up and leave if safe to do so.

**Scenario 1B** - After boats are on the water.

Advise all people on the lake. Leave club boats on the shore. (Some people may still wish to stay with or even on their boat. The decision to stay or go will always remain with the individual as there is no legislative requirement for people to be forcibly removed from the area.)

In both scenarios, Duty Crew strongly advises all (those recorded in the gate register and anyone else), and departs leaving buildings and **gates unlocked**.

When the area has been cleared:

1. Advise MW - Fire Suppression Duty Officer, Mobile 0408 147 061
2. Advise the Sailing Club Commodore – Phillip Johnstone, Ph 9844 3150 (h) 040 836 0815 (m)
3. Or advise Sailing Club Secretary – Greg Bannister, Ph 9493 2959, Mobile 0419 326 947

### 16.2 Case Two - A Sugarloaf Bush Fire

Advise CFA on 000. Seek advice.

Evacuation is the first preference **but** it may be too late to evacuate safely since the area is surrounded in bush and the fire could cut escape routes. If so, the Designated Assembly Point should be in a cleared area, on the shore upwind of the fire if possible.

The effectiveness of safe areas in a bush fire depends on the situation but the Pebble Beach at the southern end of the Club grounds should be considered.

Make sure authorities know of the situation of evacuation or shelter in place: 000

Advise MW - Fire Suppression Duty Officer 0408 147061

Advise Club Commodore or Committee member.

### 16.3 Case Three - Sugarloaf Building Fire

Advise CFA on 000. Seek advice.

Other contacts to be advised:

1. Melbourne Water contact during bush fire season - Fire Suppression Duty Officer  
Mobile 0408 147 061
2. Melbourne Water contact during the rest of year - Water Supply Duty Officer 13 24 36

A fire blanket and extinguishers are in the Club rooms and Beach Shelter. The Boat shed has





fire extinguishers. Evacuate the building. The safe area is the Car Park at the North end of the Sailing Area or the Pebble Beach at the Southern end of the Sailing Area.

#### **16.4 Case Four - A Boat Fire**

Boats can explode due to accumulation of petrol vapour in the hull. Sugarloaf rescue boats are purposely open-hulled and therefore well ventilated and so the collection of fumes is less likely than in the case of a cabin cruiser. There is no need to panic or to be unduly concerned about explosion. If the boat is on fire, vapours in the bottom of the boat will have already been consumed.

The priority in the case of a burning boat is the safety of the individuals on board. On Sugarloaf Reservoir, however, there is an important secondary priority and that is the prevention of drinking water pollution. The boat operator should do all that is reasonable and safe to save the situation.

Do not race for the shore as this will very likely dramatically worsen the fire.

Use the boat radio to call for emergency assistance from the second rescue boat. That message can be passed on to: 000

Advise MW - Water Supply Duty Officer 13 24 36

Every effort should be made to put out the fire with the extinguisher provided in every boat. In the event that is unsuccessful, smother the fire with clothing of natural fibres.

If that fails, throw a tow line over the side so that the backup rescue boat has some chance of safely and slowly towing the boat to a shore that is free of vegetation. Abandon the vessel whenever personal safety is threatened.

Melbourne Water need to be advised immediately, particularly if there has been a fuel spill or any other pollutant has reached the water and advise the Club Commodore or committee member.

#### **16.5 Case Five – Fire Fighting Aircraft Picking up Water**

All boats shall keep clear of any aircraft involved in collecting water from the reservoir and head for shore and remain there and await instructions. The RDM shall determine if and when it is permissible to continue sailing or if sailing is to be abandoned for the remainder of the day.

#### **16.6 Case Six – Chemical Leak**

When notified of a major chemical leak, the following actions should occur:

- The RDM will notify all members including yachts and patrol boats of the emergency
- All boats to return to shore as soon as possible by the fastest and safest means. (Do not un-rig boats as time is critical and preservation of life is paramount)
- Depending on the current weather conditions, prevailing winds and size of the chemical leak, evacuate from the immediate area by the safest and most practicable route or



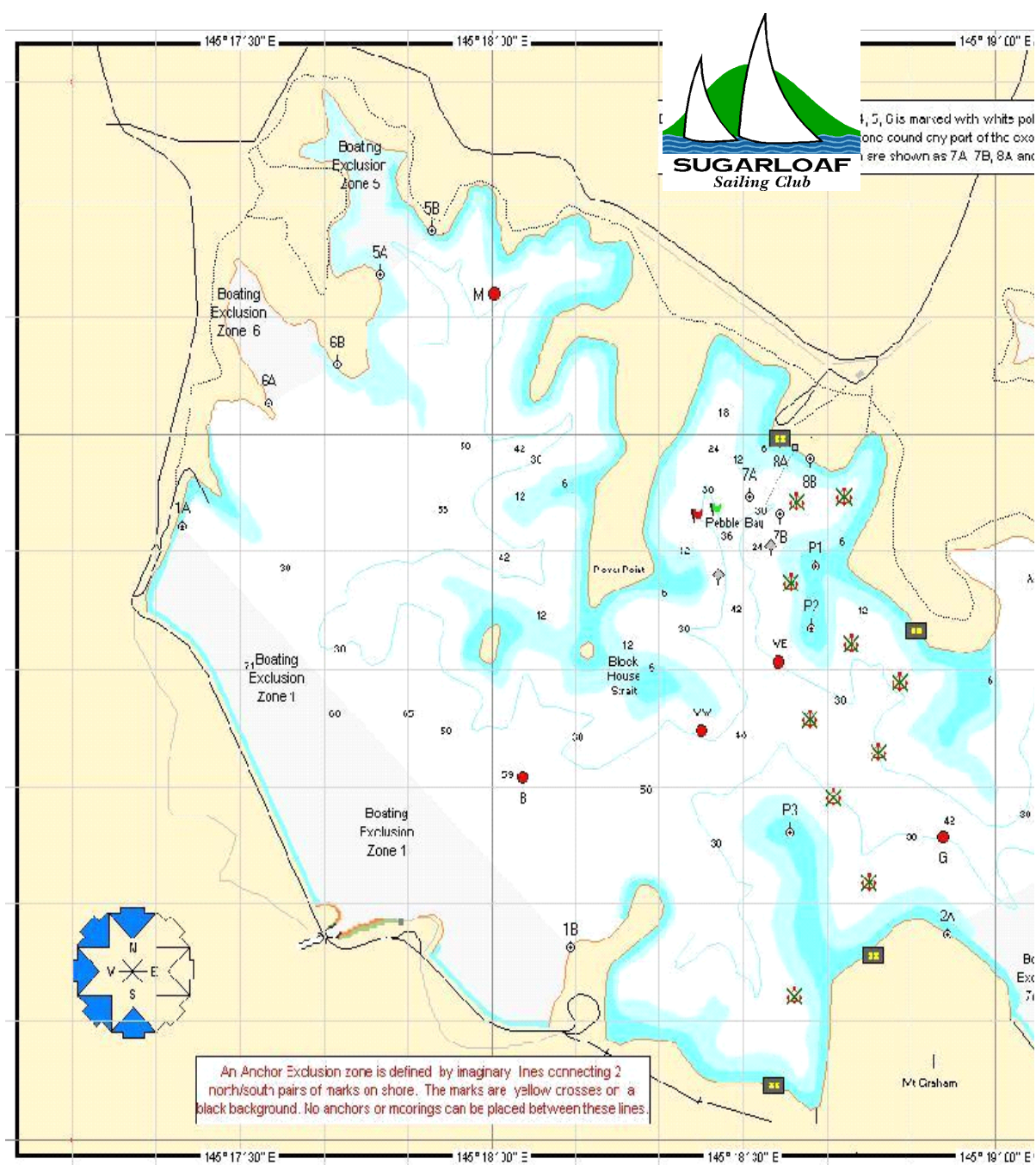
Shelter-In-Place

- Do not return to the area until the All-Clear has been issued by Incident Controller (CFA).

**Note:** A major chemical leak will often form into a plume and can travel in the same direction and speed as the prevailing wind conditions. The chemical plume will start to disperse into the atmosphere and diminish in intensity, however this could take same time and is total dependent on the size of the leak and weather conditions. People within a two kilometre radius from the leak source COULD be danger and are advised to evacuate or take shelter as soon as possible.

If the plume is slow moving, or not travelling towards the Yacht Club, then it may be safer to evacuate (unless the plume is heading towards the evacuation/escape route).

If the plume is in direct path of the Yacht Club then it may be safer to Shelter-In-Place as it may be difficult to evacuate before the plume arrives.



## Appendix A – Sugarloaf Sailing Area



## DOCUMENT CONTROL SHEET

### Contact for Enquires and Proposed Changes

If you have any questions regarding this document contact:

Commodore or Secretary, Sugarloaf Sailing & Boating Club Inc.

Postal Address: PO Box 220 Kangaroo Ground VIC 3097

Email Address: [admin@sailsugarloaf.com](mailto:admin@sailsugarloaf.com)

### Revision History

Issue No.	Date	Nature of Amendment
10-1	December 2014	Updated communications with Melbourne Water Various corrections & re-formatted to Club Standard

### Document Sign Off

Name	Title	Signature	Date
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