



## **Killaloe Sailing Club**

# Emergency Action Plan

July 2012

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## **Introduction**

This document lays out the procedures that will come into force in the event of an Emergency at the Killaloe Sailing Club. This EAP will be reviewed on an annual basis, or after a major incident.

This document is to be viewed by all club members at Killaloe Sailing Club in conjunction with the current "Operational Procedures and Training Manual".

For full information on safety and risk assessment please refer to the KSC Safety Statement.

Each incident can be dealt with from 2 major areas, **onshore\***, and **on water\*\***.

The Club Safety Officer along with the names of club safety duty personnel and their duties is 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 following club members are assigned to deal with specific tasks

### **Safety Duty Officer**

- Raising the alarm
- Assigns a member of club to contact emergency services.
- 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 is possible.

On Shore\*, activities that take place on the Killaloe Sailing Club premises

On water\*\*, activities that take place on Lough Derg which begin and finish at Killaloe Sailing Club

**Contacts**

<b>Position</b>	<b>Name</b>	<b>Phone No.</b>
<b>Committee</b>		
Commodore	Jim Ryan	0862710554
Club Secretary/ Club Safety Officer	Frank McNamara Pat Culloo	0868233953 0862224653
Accidents must be reported to any KSC committee member		
First Aid	All Qualified members	
	KSC club mobile	083-1351196
<b>Emergency Services</b>		
Ambulance		112
Doctors	Dr. Ryan - Ballina Shannon Doc	061 376546 1850 212999
Hospitals	Limerick Regional St. Johns, Limerick	061 301111 061 415822
Police / Gardai	Gardai – Killaloe Gardai – Scarriff Gardai - Limerick	061 376242 061 921002 061 414222
Fire Brigade	Killaloe	112 / 061 376 260
Coast Guard	Killaloe	112 / 086 8501889

## **Fire**

### **On Shore:**

- In the event of a fire the alarm should be raised immediately.
- Emergency services should be notified (112 or 061 376260 Fire Brigade)
- Safety Duty officer ensures Club members evacuate to the assembly point in the Car Park
- 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:

#### Indoor

- Changing Rooms: CO2 2kg & Foam 6kg
- Inside Shed on left Powder 2kg? CO2 2kg

#### Outdoor

- SafetyBoat1: Powder 1kg
- Safety Boat 2: Powder 1kg

*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 circumstance 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 (112 or 061 376260 Fire brigade, 086 8501889 Coast guard)
- Club members conduct head count to ensure all are accounted for
- Where necessary another craft will be dispatched to recover club members and others from the water.

## **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 (112 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 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 10)
- Emergency services should be notified (112 Ambulance, 086 8501889 Coast guard)
- 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.

### **Indoor**

- Boat Shed: First Aid box  
Burn Kit  
Eye wash kit  
Airway management equipment
- Changing Rooms: First Aid box

### **Outdoor**

- Safety Boat 1: First aid kit
- Safety Boat 2: First aid kit

## **Missing person/people**

### **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 service (112 Ambulance, 086 8501889 Coast guard)
- Those onshore at the club should be notified by VHF (Channel 10)
- 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.

## **Chemical spill**

### **On Shore:**

- In the event of a Chemical spill the Club Safety Officer should be immediately notified.
- The safety Safety Duty Officer should be notified immediately.
- Emergency services should be notified (112 or 061 376260 Fire Brigade)

### **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, mask, glasses and coveralls) are worn
- For flammable liquids use 'Defy' to neutralise and rinse with water

### **If chemicals come in contact with skin**

- Follow instructions on packaging and seek medical advise
- 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

The following are the Hazardous chemicals stored at KSC:

<b>Chemical</b>	<b>Location</b>
<input type="checkbox"/> Petrol	Petrol storage cabinet/Powerboats
<input type="checkbox"/> LPG	Domestic Gas Bottle
<input type="checkbox"/> Paint	Boat shed
<input type="checkbox"/> White spirits	Boat shed
<input type="checkbox"/> Acetone	Boat shed
<input type="checkbox"/> Paint stripper	Boat shed
<input type="checkbox"/> Engine oils	Boat shed/Powerboats
<input type="checkbox"/> Cleaner sanitizer	Changing Room/toilet
<input type="checkbox"/> Milton	Changing Rooms/Toilet

## **Adverse Weather conditions**

Certain weather conditions may affect the safety of club members and others involved in water based activities at the club. Under normal circumstance 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, 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 safety officer should be notified as soon as possible
- Safety Duty Officer co-ordinates club members to take care and control of the situation.

### **On the water:**

- In the event of a squall or thunder/lightening the OOD/Safety Duty Officer should take immediate action
- The safety officer should be notified as soon as possible
- All on the water should return to KSC 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 in doors, if remaining outdoors they should be kept away from tall masts or flag posts.
- Safety Duty Officer co-ordinates club members and controls the situation

### **Blow Out:**

A blow out is defined as a multiple capsize 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 KSC as soon as possible.
- Once all persons are safely removed from the water equipment should be righted and collected, in certain circumstance 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*