



GLYC POLICY DOCUMENT

Policy	Emergency Response Policy
Further Information Contact	WGA
Date Adopted By CoM	November 2017
Implementation Date	November 2017
Last Reviewed	March 2018
Next Review Due	September 2019

This Policy should be viewed in conjunction with the GLYC Safety Manual, which sets out detailed procedures for managing emergency situations during club events.

Other relevant documents include the Risk Management Plans for all areas of Club Activity , the NoR for Regattas etc

Definition

Broadly speaking, Emergencies are defined as serious incidents that directly affect our members, and/or our facilities and/or our sailing area. They are incidents that may require specific actions and/or an official response from GLYC, or which may illicit a cold call from the media searching for comment, including, but not limited to:-

- a major incident occurring during a GLYC event that directly affects our members
- a major incident occurring on the Lakes or in Paynesville that may require GLYC to amend/suspend our activities or use of the Club as an incident response centre
- a major incident occurring within the sport of sailing, about which local news media are seeking a comment.

Our Commitment

- GLYC has in place, and will continually review, policies that minimize the risk of emergency incidents occurring in and around the club during regular and gazetted programs and events
- GLYC will respond to any emergency in a timely and professional manner that ensures, as far as humanly possible, the safety and privacy of our members. The exact nature of our response will depend upon the particular situation.
- GLYC will review our actions and response following any critical incident to determine whether our response was effective and appropriate and will make changes to our procedures to improve our responses

Managing Emergencies

- Emergencies will always require a person to take charge of on land proceedings and will also require a person in charge on the water, if the emergency is directly connected with GLYC Sailing activities
- The person designated to take charge on the water will be the Race Officer for the day

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- A Flag officer who is present at the club at the time of the incident will assume responsibility for managing the off- water situation. If no Flag Officers are Present, another Committee member will take responsibility. This person will be the designated **Land Based Incident Co-ordinator (LBIC)**
- The LBIC will take the radio Call Sign SGL
- Where the emergency occurs on-water, during GLYC conducted events, the Race Officer will assume control for the overall management of the incident by following procedures set out in the GLYC Safety Manual. In these situations the LBIC will maintain communication with the Race Officer, through the Tower and undertake any tasks required on land.
- Where the emergency is land based, or unrelated to GLYC on-water activities, the LBIC will assume control.

The Radio Operator will maintain radio contact between the Race officer and the LBIC to ensure that all communications are received and understood by both parties

- Where necessary the LBIC will call Emergency Services and/or will be the direct liaison with Emergency Services undertaking operations related to the incident
- The LBIC and/or Race Officer will make every effort to account for all members known to be in the vicinity of the emergency.
- The LBIC and/or Race Officer will ensure that all members present support the response and follow the requirements of the Emergency Services.

Communicating with and Supporting Members

- Members will be informed of the incident in a clear, objective, unemotional and timely manner. The method of communication will depend upon the incident but could be either through eFlash, an Email or SMS. Those member in the Club at the time of the incident will be informed verbally by the Incident Co-ordinator.
- Where an incident affects a DSC Junior Program (eg Division Cool, Start Sailing etc) Parents will be notified of the incident and our actions to ensure the safety of their children via SMS
- Where an Incident affects Tackers, the Boatshed Co-ordinator will be notified and all parents of participants will be notified via telephone.
- Where the incident continues for a prolonged period, the GLYC landline phone will be manned until such time as all members are deemed to have been provide with information. If this is not possible a recorded message will provide an alternative emergency information contact number.
- Where applicable, the Club will support members by providing access to counselling

Note: Parents may be requested to collect their children at the earliest possible time. Meanwhile, GLYC representatives will ensure the safety of unaccompanied children.

Communicating with the Media (TV, Radio, Newspaper)

- GLYC will not initiate communication with the Mass Media about emergency incidents
- GLYC is committed to providing clear but brief communications with the Media, with no conflicting or contradictory statements. Therefore, a direct approach by the Media should be forwarded to the Commodore or one other appropriate flag officer
- Where possible (if time permits) a brief media statement will be drafted that can be disseminated to Flag Officers for use in case of persistent media requests for comment
- Where a “cold call” is received, the Member taking the call should, if possible refer the caller on to the

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Commodore, or his or her delegate if the Commodore is absent*. If the caller is persistent the member will err on the side of caution side of caution by responding in a non- committal fashion, a “no comment” response is acceptable.

* if the Commodore is absent and not easily contactable for an extended time, the “chain of Command” follows through 1) Vice Commodore, 2) Rear Commodore, 3) any other Flag officer 4) General Committee Member. Prior to departure, the Commodore will assign delegation of his/her role and will communicate this to all members whose contact details appear on the Club Website.