EMERGENCY RESPONSE PLAN

Address: Pier Road, St Kilda, Vic 3182
Postal Address: P.O. Box 2001 St Kilda West VIC 3182
Contacts:

Matt Solly - General Manager
Tel: (03) 9534 0227
Mobile: 0419 531 745
Email: manager@rmys.com.au
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Damien Ryan – Operations Manager
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Royal Melbourne Yacht Squadron

RMYS is located on a triangular piece of land in the south west corner of Catani Gardens about 6km south east of Melbourne's CBD at the shore end of the St Kilda pier opposite Pier Road concourse, West St Kilda. Parts of the site are accessible to its 900 members 24 hours per day, 7 days per week.
The Melways reference is 2N J6. The coordinates are 37° 51' 48"S, 144° 58' 17"E.
See the attached drawings for further details.

Access is via an electronic FOB activated main front door on the east side (during office and bar opening hours) and via electronic FOB activated gates on Pier Road. There is a gravel road to the front door from the southern side of the building.

RMYS comprises distinct components:

1) The Clubhouse with a plan building area of approximately 850 sq meters on 3 levels including the roof top - see Attachments 2, 3 and 4
2) The boat yard (1,400 sq meters) and slipway
3) The marina at the end of the St Kilda jetty - see Attachment 5

What happens when you call Triple Zero (000)?

When you dial **000**, you will be asked "Police, Fire or Ambulance?"

- Tell the operator which services you require.
- Your call will be transferred through to the emergency service you request, who will take details of the situation.
- Stay on the line, speak slowly and clearly; answer the operator's questions.
- You will be asked to provide details of where you are, including street number, name and nearest cross street, and locality.
- Don't hang up until the operator has all the information they need, you may be asked to wait for a police officer at an arranged location.

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1 PIER ROAD, ST KILDA

RMYS EMERGENCY CONTACTS

If you require an ambulance please call 000 urgently
or
make a Mayday or Pan Pan call on Channel 16

Requirement	Responsible Party		Phone
Monday – Saturday 9 – 5 **Sunday 10 – 4**		Squadron office	**9534 0227**
After hours	**General Manager** **Operations Manager** **Sailing Coordinator**	Matt Solly Damien Ryan Colin Burgess	**0419 531 745** **0412 137 183** **0418 240 313**
Chief Warden		Damien Ryan	**0412 137 183**
EMERGENCY			**000**
Poisons Hotline			**131 126**
St Kilda Police			**9536 2666**
Water Police & Search and Rescue			**1800 135 729**
Power Outage & Emergencies	Faults & Emergencies	CitiPower	**13 12 80**
Gas	AGL	Emergency & Faults	**13 26 91**
Water/Sewer	South East Water	Emergency	**13 28 12**
Doctor	St Kilda Super clinic	**Level 1, Acland Court** 156-160 Acland Street St Kilda VIC 3182	**9525 5766**
Hospital	Alfred Hospital	Commercial Road, Prahran	**9276 2000**
Electrician	Reme Electrical Martin Michelini		**0419 594 910**

LOSS OF POWER

1. Establish exact loss of power to which areas of the facility.

2. Contact the Chief Warden and the General Manager.

3. Contact CitiPower 13 12 80 and request information related to the outage. If it is a complete black out you will need to use a mobile phone as the landlines will be down. Request a reference number related to your call.

4. Issue staff with torches – RMYS has 4 fully charged torches, 2 located upstairs one in the (Olympic Bar and one in the kitchen) and 2 downstairs located in the emergency response container (clear container with EMERGENCY sticker) sitting up high on top of a white storage cabinet beside the printer towards the rear of the office.

5. The Chief Warden may give instructions to evacuate. If this is given follow the standard evacuation plan.

6. If it is safe to do so and a complete black out during trading hours, in the interests of safety ask staff to assist guests and members in evacuating the building. Battery backup emergency lights will give some lighting to assist with the evacuation.

7. If CitiPower cannot advise when power will be restored; prepare to secure and lock down the clubhouse. **Please note:** Once that the battery backup of the electronic doors runs flat the security system and doors will not be active and may leave the building unlocked. RMYS and or food&desire staff are **not** to leave the building until the Chief Warden or a Manager is onsite. A security contractor may need to be arranged to maintain security at the building until power has been restored.

8. File Incident Report.

NB: This emergency procedure needs to be drilled. The Chief Warden is responsible for arranging this drill program.

<u>REFER TO CLUBHOUSE GROUND FLOOR SITE PLAN WHICH INDICATES FIRST AID KITS</u>

Attachment 2 Site Plan – Clubhouse Ground Floor	Page 17
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Attachment 4 Site Plan – Clubhouse Roof top	Page 19

FIRST AID KITS AND DEFIBRILLATOR

FUEL and CHEMICAL SPILLS

1. Contact Chief Warden or Operations Manager or General Manager.

2. Ascertain type and source of spill i.e. diesel, petrol, oil or other.

3. The Chief Warden may give instructions to evacuate, if this is given follow the standard evacuation plan.

4. If spill is petrol or similar explosive material, clear area of any unnecessary persons. The Chief Warden or General Manager will turn off all electrical power to the area. Avoid all flames and sparks.

5. If it is safe to do so, control and contain the cause of the spill and contact boat owner.
   a) Turn off bilge pumps.
   b) If the spill is within the yard,
      i. fit booms to block drains and oil pads around the spill to contain the spill from entering the storm water drains and affecting other assets around the cause of the spill.
      ii. Cover the spill with the absorbent matter contained in the spill control kit.
      iii. The spill control kit is located in the yard near the work shop in a large yellow wheelie bin.
   c) If the spill is on the marina,
      i. Disperse the spill using dispersant from the marina spill kits.
      ii. Fit booms around the source of the spill.
      iii. Marina spill kits are located inside the arm gates in large yellow wheelie bins.

6. In case of HEAVY SPILLS e.g. greater than 50 litres which you are unable to control, contact EPA **1300 372 842** (Oil Spill).

7. Dispose of contaminated materials in appropriate receptacles.

8. Monitor until situation is resolved.

9. Chief Warden and General Manager to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If required; Chief Warden to implement a Cleanup Plan and Strategy to make good.

10. File Incident Report.

<u>REFER TO CLUBHOUSE GROUND FLOOR, FIRST FLOOR AND MARINA SITE PLANS WHICH INDICATE SUB BOARDS, SPILL KIT BINS, FIRE EXTINGUISHERS, FIRE HOSE REELS, FIRST AID KITS AND FIRE HYDRANT LOCATIONS.</u>

Attachment 2 Site Plan – Clubhouse Ground Floor Page 17
Attachment 3 Site Plan – Clubhouse First Floor Page 18
Attachment 5 Site Plan – Marina Page 19

GAS LEAK

1. If you smell gas or think you have a gas emergency contact the Chief Warden or General Manager.

2. The Chief Warden to advise the **FIRE DEPARTMENT 000.**

3. The Chief Warden may give instructions to evacuate. If it is safe to do so, leave doors open to aid in ventilating the gas from the area. Follow the standard evacuation plan; however, choose the quickest path to an external door.

4. **DO NOT**
   a) **Turn on or off any electrical device**
   b) **Use a mobile phone, torch, etc.**
   c) **Light a naked flame or use sparking devices (e.g. a cigarette or lighter)**

5. **Gas Shut Off Valve – Kitchen** If your evacuation path takes you past the gas shut off valve & stop button in the kitchen turn the handle to isolate the gas and hit the stop valve button.

6. **Gas Shut Off Valve – Yard** If your evacuation path takes you past the gas meter in the yard turn the red handle to isolate the gas from the building. Diagrams at each location will guide you in the correct off position.

7. Chief Warden to co-ordinate with staff and contractors to carry out check of all areas, identify if people are missing and to account for all visitors and general public; if there are any anomalies, arrange search.

8. Only on the advice of Chief Warden, staff and general public should return to building or leave premises.

9. Chief Warden and General Manager to ascertain the extent of the damage. If instructed, staff are to assist in securing the site.

10. File Incident Report.

Attachment 2 Site Plan – Clubhouse Ground Floor Page 17
Attachment 3 Site Plan – Clubhouse First Floor Page 18
Attachment 4 Site Plan – Clubhouse Roof top Page 19

BOMB THREAT

REFER TO MFB TELEPHONE THREAT CHECKLIST

Attachment 6 - MFB Telephone Threat Checklist Page 21

FIRE IN MAIN BUILDING

1. **FIRE DEPARTMENT 000**.

   a) The Chief Warden may give instructions to evacuate. If these instructions are given follow the standard evacuation plan.
   b) Follow the green exit signs. They will always provide you with a safe path of egress, and lead to outside of the building.
   c) If you are evacuating via a stairwell, proceed in single file using the inside handrail. Do not carry any object which may place you or others at risk. (Personal belongings e.g. handbags are accepted - cups of hot coffee are not).
   d) **Do not use lifts**. They are only to be used with the authority of the MFB.
   e) Where there a people with disabilities (e.g. persons with a physical, visual or auditory disability) please provide them with assistance, and report with them to the floor/area Warden. Wait until the floor/area has been evacuated. You may be placed at risk if you try to evacuate via the stairs when there are a large number of people. If you are unable to use the stairs, inform the Fire Warden of your location, by runner and follow their directions. Where evacuation is required, this should be managed by the emergency services.
      i. Remember, if you are not at immediate risk, it may be safer to remain where you are.
      ii. If you are on the fire affected floor, move away from the fire and wait in a safe place (e.g. fire isolated stairwell) for the Fire Service. Ensure you have advised someone of your location.

2. The Chief Warden is to co-ordinate a check of all areas, to identify if people are missing and to account for all visitors and general public; if there are any anomalies, arrange a search.

3. The Chief Warden will advise if anyone should return to the building or leave the premises.

4. The Chief Warden and General Manager are to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If relevant, the Chief Warden is to implement a Cleanup Plan and Strategy to make good.

5. File Incident Report.

NB: This emergency procedure needs to be drilled. The Chief Warden is responsible for arranging this drill program.

<u>REFER TO CLUBHOUSE GROUND FLOOR AND FIRST FLOOR SITE PLANS WHICH INDICATE FIRE HOSE REEL AND FIRE EXTINGUISHER LOCATIONS.</u>

Attachment 2 Site Plan – Clubhouse Ground Floor	Page 17
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FIRE IN MARINA OR YARD

1. The Chief Warden or General Manager is to advise the **FIRE DEPARTMENT 000**.

2. Immediately notify the Chief Warden or General Manager that a fire has commenced, and which area of the premises is involved.

3. The Chief Warden is to manually open the gates of the yard area and Marina. If unable to do this immediately, Chief Warden is to delegate another staff member to open the gates. If the gates are padlocked, contact the Manager on Duty for the Master Key.

4. The Chief Warden may give instructions to evacuate. If this instruction is given follow the standard evacuation plan.

5. If it is safe to do so, attempt to extinguish the fire using the correct fire extinguishers and/or water.

6. If instructed by the Chief Warden, attempt to move vessel/s and/or car/s from the vicinity of the fire.

7. Hand over to the Fire Department.

8. The Chief Warden and General Manager are to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If relevant, the Chief Warden is to implement a Cleanup Plan and Strategy to make good.

9. Advise owners of vessel/s and/or car/s affected.

10. File Incident Report.

<u>REFER TO CLUBHOUSE GROUND FLOOR AND MARINA SITE PLAN WHICH INDICATES FIRE EXTINGUISHERS AND FIRE HOSE REELS LOCATIONS.</u>

Attachment 2 Site Plan – Clubhouse Ground Floor Page 17
Attachment 5 Site Plan – Marina Page 20

FIRE ON BOAT

1. Immediately notify the Chief Warden and General Manager that a fire has commenced and which vessel/s are involved.

2. The Chief Warden is to advise the **FIRE DEPARTMENT 000** and the **Water Police 1800 135 729**

3. The Chief Warden is to co-ordinate evacuation of all persons from the area.

4. Ascertain type of fire if possible e.g. electrical, fuel etc.

5. If it is safe to fight the fire do so; if you believe you are in any danger, evacuate the area.

6. Hand over to MFB when they arrive.

7. The Chief Warden and General Manager are to ascertain the extent of the damage, remove debris, foam etc. from area and ensure all spills have been cleaned and removed. If instructed, staff are to assist in securing the site. If relevant, the Chief Warden is to implement a Cleanup Plan and Strategy to make good.

8. Secure vessel.

9. Notify vessel owner/s.

10. File Incident Report.

NB: This emergency procedure needs to be drilled. The Chief Warden is responsible for arranging this drill program.

<u>REFER TO MARINA SITE PLAN WHICH INDICATES FIRE EXTINGUISHERS AND FIRE HOSE REELS LOCATIONS.</u>

MAN OVERBOARD IN MARINA

1. Call "**MAN OVERBOARD**" to bring the incident to the attention of others in the area. Seek assistance of any persons nearby to immediately notify Operations Manager and/or Manager on Duty.

2. Establish whether victim is conscious and their ability to swim.

3. Attempt to recover victim from water by using life rings. Life rings are located on each marina arm and the main walkway near the light poles, along with ladders for the person to climb out or direct person to nearest boat stern platform.

4. If the person is unable to assist with their own recovery, other efforts should be made to recover them (where it is safe to do so).

5. Call **AMBULANCE 000 and commence CPR** if the person is unconscious and/or unresponsive.

6. If the person is conscious, alert the First Aid officer and apply First Aid if necessary.

7. Take victim to local medical clinic to be checked unless they are perfectly well.

8. File Incident Report.

NB: This emergency procedure needs to be drilled. The SH&E Committee are responsible for arranging this drill program.

<u>REFER TO MARINA SITE PLAN WHICH INDICATES LIFE RING AND LADDER LOCATIONS.</u>

MEDICAL TREATMENT

1. Remove patient from danger if you can.

2. Ascertain cause of emergency and seek assistance of any persons nearby to immediately notify Manager on Duty. Apply first aid if qualified or advise the First Aid Officer. Depending on the seriousness of injuries:

   a) If minor; call First Aid Officer and act as advised.

   b) If the person is unresponsive, unconscious or there is any threat to their life, call **AMBULANCE 000** then advise the First Aid Officer.

   c) In the case of sudden cardiac arrest; act quickly and calmly:
      i. Call **AMBULANCE 000** and notify Manager on Duty;
      ii. Commence CPR immediately;
      iii. Quickly get the Defibrillator and bring it to the victim's side. The defibrillator is located in the Olympic Bar on the right hand side of the kitchen door. Press the green on/off button and follow the voice prompts to get the defibrillator working;
      iv. Continue CPR until told otherwise by an emergency services officer (or if instructed by the defibrillator not to touch the patient);
      v. Check the immediate environment for flammable gases. Do not use the defibrillator in the presence of flammable gases, such as an oxygen tent; however it is safe to use on someone wearing an oxygen mask.

3. File Incident Report.

<u>REFER TO CLUBHOUSE GROUND FLOOR, FIRST FLOOR AND MARINA SITE PLANS WHICH INDICATES FIRST AID KIT AND DEFIBRILLATOR LOCATIONS.</u>

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Attachment 5 Site Plan – Marina	Page 20

SINKING BOAT IN MARINA

1. Do not enter sinking vessel, check if anybody is on board. Contact the Operations Manager, RMYS Office and boat owner if possible.

2. Turn on bilge pump, or use manual bilge pump to remove water.

3. If required organise emergency pump from the work shop or from marina or use fire pump

4. If own pump not successful, notify **FIRE BRIGADE OR WATER POLICE 000**.

5. Check if bilges are oily. If so collect soaker pads from spill kit and insert in bilges.

6. Dispose of contaminated spill in appropriate receptacle

7. Only under the advice of the Operations Manager; move vessel to shallow water or slip vessel.

8. File Incident Report.

REFER TO MARINA SITE PLANS WHICH INDICATE EMERGENCY PUMP AND SPILL KIT BINS LOCATIONS.

EVACUATION OF MARINA

1. There are several occurrences that may require evacuation of the marina including, boat fire, gas leak, chemical spill, police emergency, etc.

2. If a situation occurs that could require evacuation of the marina, call **000** and notify the General Manager and the Operations Manager.

3. The Operations Manager and/or the General Manager will manage the evacuation of the marina onto the St Kilda Pier so that people are safe and emergency personnel have clear access onto the marina.

4. The MFB will take control of all emergency procedures when they arrive. All staff are to obey all instructions from MFB personnel.

5. If the Operations Manager instructs all persons to evacuate the marina, the assembly area is on the St Kilda Pier, unless otherwise instructed.

6. Where there are people with disabilities (e.g. persons with a physical, visual or auditory disability – temporary or permanent), please provide them with assistance.

7. The Operations Manager is to co-ordinate with a Deputy to carry out a check of all areas, identify if people are missing and to account for all visitors and general public.

8. Only on the advice of the Operations Manager should staff and general public return to the marina.

9. The Operations Manager and General Manager are to ascertain the extent of the damage. If instructed, staff are to assist in securing the site. If relevant; Operations Manager is to implement a Cleanup Plan and Strategy to make good.

10. File Incident Report.

<u>REFER TO MARINA SITE PLANS WHICH INDICATE FIRE HOSE REEL and FIRE EXTINGUISHER LOCATIONS</u>

KEELBOAT AND OFF THE BEACH RACING EMERGENCIES

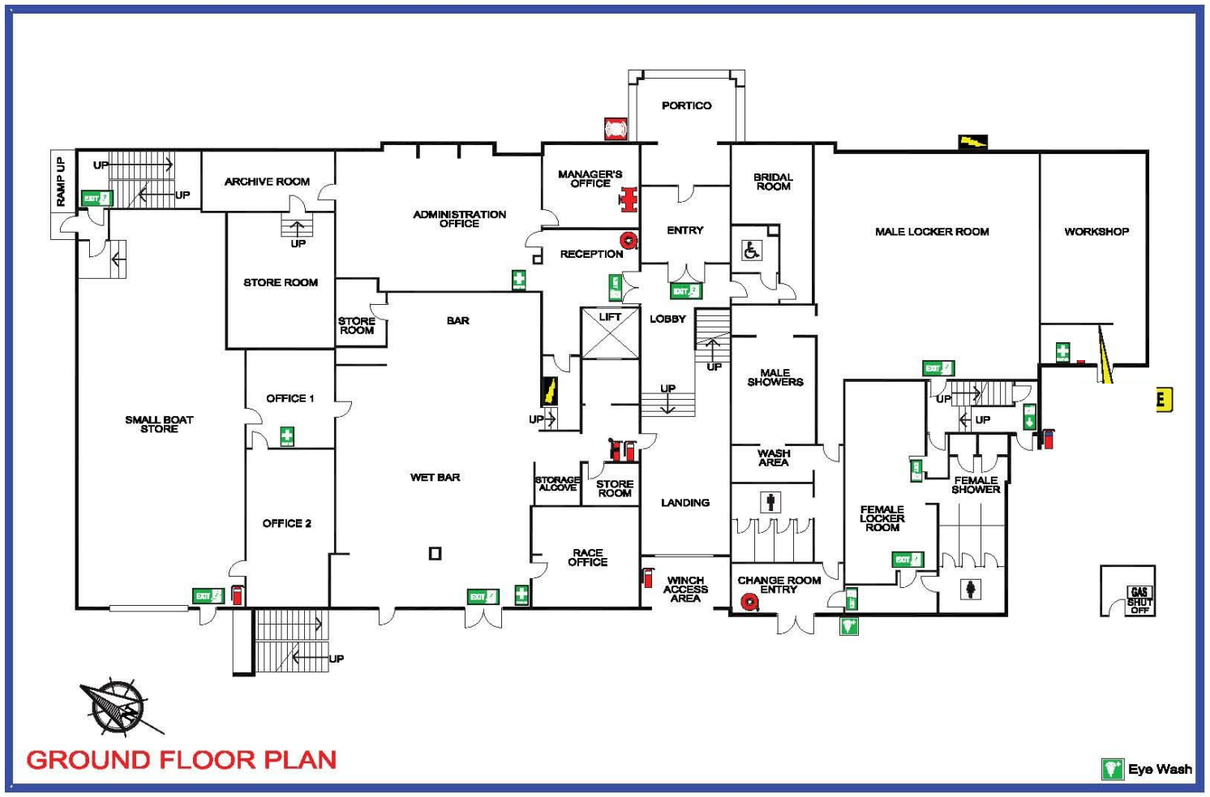
Refer to RMYS On-Water Safety Plan.

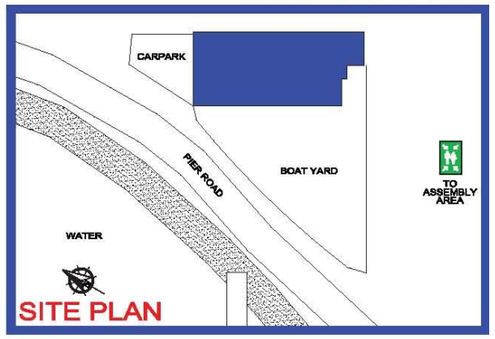
ATTACHMENT 1 – LOCATION MAP

RMYS is located at the end of the St Kilda pier opposite Pier Road concourse West St Kilda.
The Melways reference is 2N J6, and is approximately 6 Km South East of Melbourne. Keys for vehicles to access the pier are available in the RMYS office.

ATTACHMENT 2 – GROUND FLOOR PLAN

EVACUATION DIAGRAM
Royal Melbourne Yacht Squadron





LEGEND

- Dry Chemical Powder Extinguisher
- CO^2 Extinguisher
- Wet Chemical Extinguisher
- Water Extinguisher
- Foam Extinguisher
- Vapourising Liquid Extinguisher
- Hose Reel
- Booster
- Fire Hydrant
- Fire Blanket
- Fire Alarm Bell
- Manual Call Point
- Smoke/Fire Door
- Male Toilet
- Female Toilet
- Disabled Toilet
- Gas
- Electrical Switch Board
- Exit
- Emergency Warning Intercom System Panel
- Fire Indicator Panel
- Emergency Call Point
- First Aid
- Defribrillator
- Emergency Evacuation Assembly Area
- Warden Intercom Point
- Fire Sprinkler System

YOUR ASSEMBLY AREA IS:

PRIMARY: Captain Cook Statue - South Parklands

IN ANY EMERGENCY DIAL

000

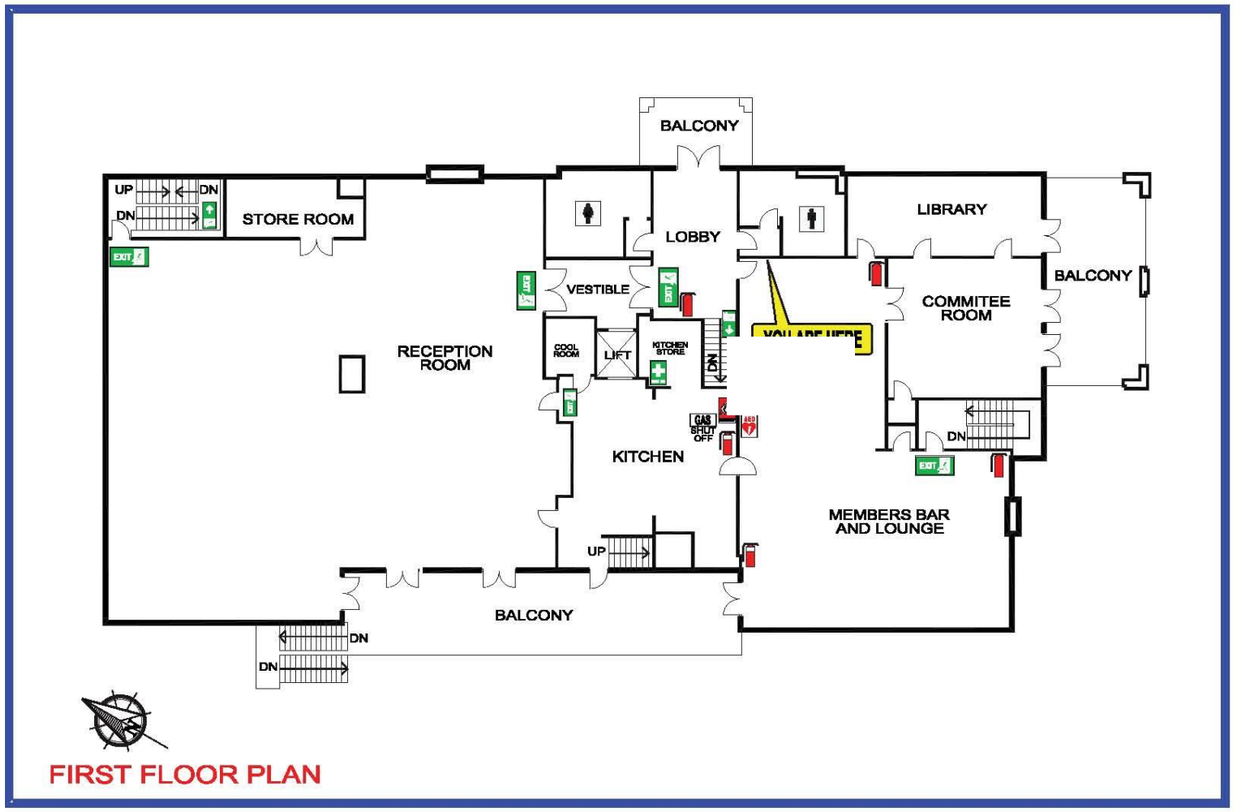
AND ASK FOR FIRE BRIGADE, POLICE OR AMBULANCE

DATE: August 2013

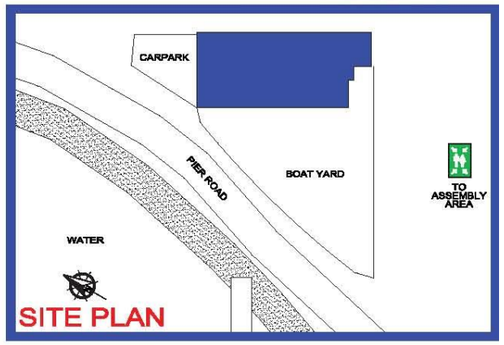
Statcom Systems Pty Ltd (03) 9894 3888 ©2012

ATTACHMENT 3 – FIRST FLOOR PLAN

EVACUATION DIAGRAM
Royal Melbourne Yacht Squadron



FIRST FLOOR PLAN



SITE PLAN

LEGEND

- Dry Chemical Powder Extinguisher
- CO^2 Extinguisher
- Wet Chemical Extinguisher
- Water Extinguisher
- Foam Extinguisher
- Vapourising Liquid Extinguisher
- Hose Reel
- Booster
- Fire Hydrant
- Fire Blanket
- Fire Alarm Bell
- Manual Call Point
- Smoke/Fire Door
- Male Toilet
- Female Toilet
- Disabled Toilet
- Gas
- Electrical Switch Board
- Exit
- Emergency Warning Intercom System Panel
- Fire Indicator Panel
- Emergency Call Point
- First Aid
- Defribrillator
- Emergency Evacuation Assembly Area
- Warden Intercom Point
- Fire Sprinkler System

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AND ASK FOR FIRE BRIGADE, POLICE OR AMBULANCE

DATE: August 2013

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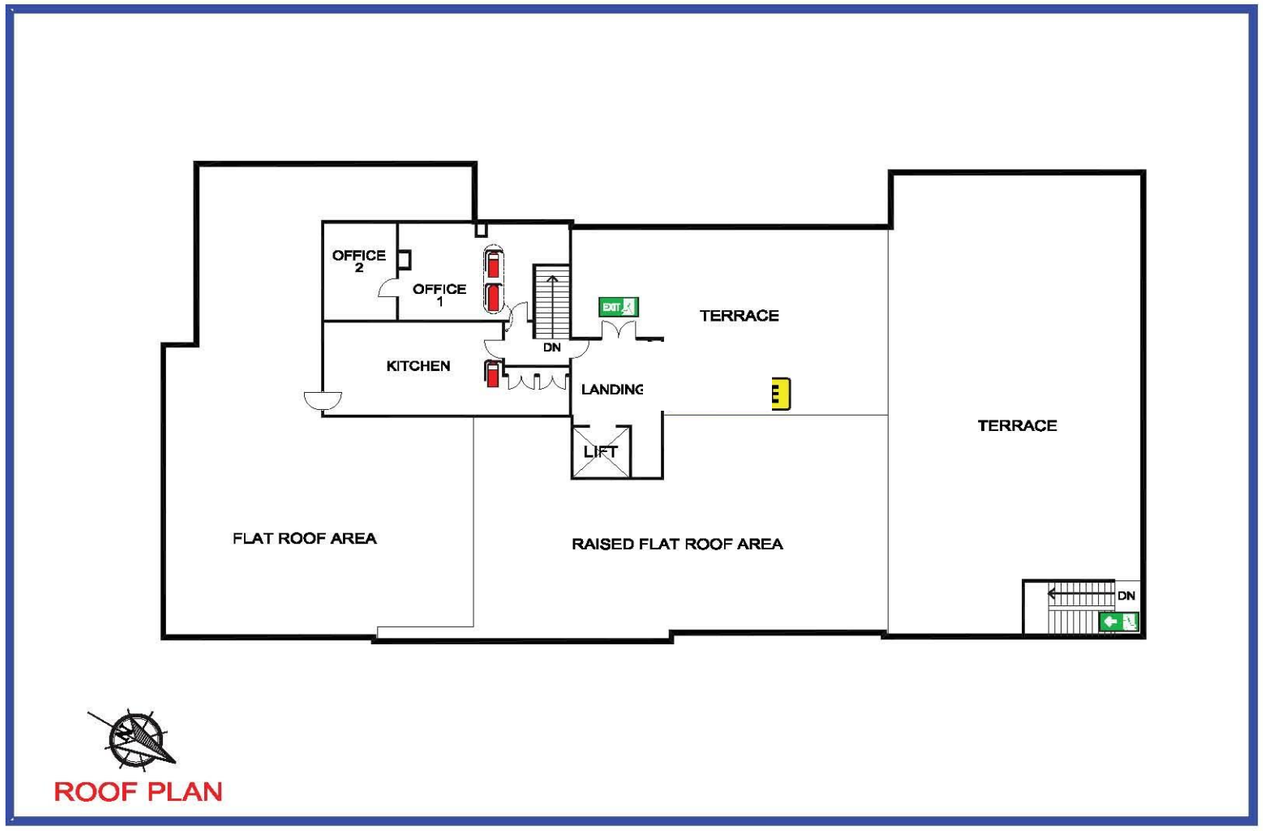
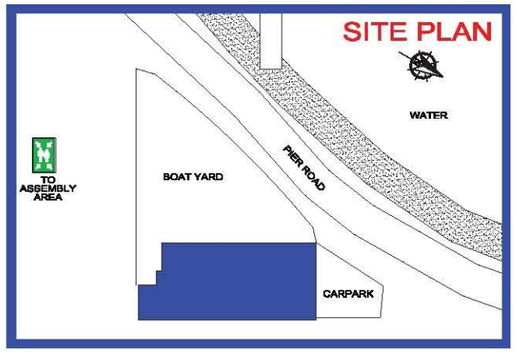
ROYAL MELBOURNE YACHT SQUADRON

ATTACHMENT 4 – ROOF PLAN

EVACUATION DIAGRAM
Royal Melbourne Yacht Squadron





LEGEND

- Dry Chemical Powder Extinguisher
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YOUR ASSEMBLY AREA IS:

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IN ANY EMERGENCY DIAL

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AND ASK FOR FIRE BRIGADE, POLICE OR AMBULANCE

DATE: August 2013

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ATTACHMENT 5 – MARINA PLAN

ATTACHMENT 7 – RMYS INCIDENT REPORT FORM

RMYS INCIDENT REPORT

Allocated Reference number as per register:……..

Part 1 – Incident (Mandatory)

INCIDENT TYPE: Safety [ ] Injury [ ] Near Miss [ ] Harassment [ ] Security [ ]
Environmental [ ] Other [ ]

Date / Time: _____

Location: Club [ ] Yard [ ] Marina [ ] Beach [ ] Other [ ]

Type of Loss / Damage: Personal Injury [ ] Personal Property [ ]
RMYS Property [ ] Other [ ]

Estimated value of loss (if applicable): $_____

Part 2 – Narrative - what occurred – Short Description (Mandatory)

_____
_____
_____
_____
_____

Part 3 - Incident - Person Details & Detailed Description (Mandatory)

Person No. 1

Type: Injured Person [ ] Complainant [ ] Witness [ ] Other [ ]

Surname: _____ First Name: _____ Title: ____

Street: _____ Suburb: _____ Postcode: _____

Phone: (H) _____ (W) _____ (M) _____

Employee [ ] Contractor [ ] Member [ ] Visitor [ ] Public [ ]

Statement: (Add additional sheets as required)

_____
_____
_____
_____
_____
_____
_____

Signed: (Person No 1)_____ Date: _____

Person No. 2

Type: Injured Person [ ] Complainant [ ] Witness [ ] Other [ ]

Surname: _____ First Name: _____ Title: ____

Street: _____ Suburb: _____ Postcode: _____

Phone: (H) _____ (W) _____ (M) _____

Employee [ ] Contractor [ ] Member [ ] Visitor [ ] Public [ ]

Statement: (Add additional sheets as required)

_____
_____
_____
_____
_____

Signed: (Person No 2) _____ Date: _____

Part 4 – Injury / Accident Information (Complete only if required)

Nature of Injury: _____
What tasks were occurring when the injury happened: _____
Was the incident reported to a supervisor / duty officer of the day: _____
Name of supervisor / duty officer: _____

Part 5 – Emergency Response (Complete only if required)

Signs and symptoms of the injury: _____

Treatment Required: Nil [ ] First Aid [ ] Referred to Doctor / Hospital [ ]
Taken by Ambulance [ ] Refused treatment [ ]

Description of First Aid administered: _____
_____
Person who administered First Aid: _____ Date / Time: _____

Part 6 – Incident Report Compiled By (Mandatory)

Name: _____ Position in Club: _____

Signed: _____ Date / Time: _____

Action Required Police [ ] Work Cover [ ] Insurer [ ] Other [ ]

Part 7 – Incident Resolution – Action Undertaken & Outcome (Mandatory)

Name: _____ Position in Club: _____

Signed: _____ Date / Time: _____

Describe the action taken (Add additional sheets as required)

_____
_____
Confirm IR CLOSED OFF by (Person): _____Date:_____
All information contained in this report is subject to privacy legislation and names will not be used when gathering information for statistical purposes. Workplace injuries are documented for Work Cover purposes; failure to complete this form could delay or limit Work Cover claims or other potential compensation payments.

Document revisions

Ver	Description	Prepared by	Date	Approved by	Date
V4a	Draft for review	D Connolly	March 2014		
V6	Draft for 12 Mar mtg.	D Connolly			
V7	Draft for completion	L Hutton	May 2014		
V8	Final for publication	D Ryan/L Hutton	Aug 2014		
V9	Updates as recommended by Ambulance Victoria	L Hutton	October 2015		
V10	Added Incident Report Form	L Hutton	March 2016		

Notes