

**CLUB INFORMATION**

We are located at: 1370 Water Street, Kelowna, BC V1Y 1J1

GPS coordinates: Latitude: 49.8898 N° | Longitude: 119.4971 W°

**EMERGENCY CONTACT**

For all Emergency Issues:

Executive Director - Thom Killingsworth	Cell: 250-309-5887
Dock master - Bassam Shmordok	Cell: 778-215-5473
Sarah Moony	Cell: 250-258-3738
Pooya Ebrahem	Cell: 778-694-5581

For Emergency Equipment:

Fire Department	911 or 250-469-8801 (non-emergency)
Police	911 or 250-762-8801 (non-emergency)
Ambulance	911
Provincial Emergency Program	1-800-663-3456
Nearest Hospital	Kelowna General Hospital 250-862-4000 2268 Pandosy St. Kelowna, BC V1Y 1T2
Electrician – Omer Gaudet	Tel: 250-215-5078 Cell: 778-738-1680
Plumber – Daryl Evans	Tel: 778-380-0880 Cell: 250-801-0851

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**HEALTH, SAFETY AND ENVIRONMENT POLICY**

The Kelowna Yacht Club is committed to conducting its operations in a safe and environmentally responsible manner. In order to meet this commitment, the Club, its Members, and its employees will:

- Comply with all applicable laws and regulations and require the same of our contractors.
- Prevent or reduce possible adverse consequences from our operations.
- Be prepared for emergencies.
- Train our employees to be meet their responsibility for protection of *health, safety, and* the environment.
- Integrate *health, safety, and* environmental protection measures into the Club’s business.
- Use resources efficiently and effectively.

## RISK ASSESSMENT

Risk Category	Condition	Control	Effectiveness Assessment
Personal	Medical Emergency	<ul style="list-style-type: none"> <li>• First Aid Kit and AED</li> <li>• Emergency Phone</li> </ul>	
	Trips and Falls	<ul style="list-style-type: none"> <li>• Regular inspection for hazards</li> <li>• Maintain cleanliness</li> <li>• Proper work practices from height</li> <li>• Slime and ice control on docks, ramp</li> </ul>	
	Immersion	<ul style="list-style-type: none"> <li>• Emergency ladders</li> </ul>	
Property	Fire	<ul style="list-style-type: none"> <li>• Regular inspection</li> <li>• Fire-fighting equipment</li> <li>• ERP per below</li> </ul>	
	Boat Sinking	<ul style="list-style-type: none"> <li>• Sea Tow</li> <li>• ERP per below</li> </ul>	
	Subsidence into Water	<ul style="list-style-type: none"> <li>• Active management of storm water run-off</li> <li>• Shoreline bank enhancement</li> </ul>	
	Storm Damage	<ul style="list-style-type: none"> <li>• Inspect and maintain Breakwater and docks</li> <li>• Secure loose objects on docks and boats</li> <li>• Maintain roof structures</li> <li>• ERP per below</li> </ul>	
Environment	Boat Sinking	<ul style="list-style-type: none"> <li>• Regular patrol</li> <li>• Transport Canada Safety Inspection</li> <li>• Sea Tow</li> <li>• ERP per below</li> </ul>	
	Discharge of Waste	<ul style="list-style-type: none"> <li>• Prohibition of activities</li> <li>• Inspection of through-haul on vessels</li> <li>• Direction to nearest pump-out</li> <li>• Waste stored in appropriate containers for collection by local contractor, or asset manager to bring</li> <li>• Clean bilge education, make absorbent cloths available <b>Terrapure 250-766-0964</b> for proper disposal</li> </ul>	
	Facility impacts on wildlife	<ul style="list-style-type: none"> <li>• Plan to replace un-encapsulate foam and creosote piles</li> <li>• Use of open grating on docks where possible</li> </ul>	
	Habitat Enhancement	<ul style="list-style-type: none"> <li>• Shoreline buffer vegetation</li> <li>• Stewardship of shoreline in areas near facility</li> <li>• Species specific bird-houses</li> <li>• Non-toxic invasive weed control</li> </ul>	

## EMERGENCY EQUIPMENT

### Locations of the following:

- First Aid Kits – Front office, admin office, sailing center, kitchen service hallway and boat house.
- AED – On main floor of building across from board room and on south side of the main dock by I-dock (in winter the second AED is in the service hallway on the second floor of the building).
- Spill Response Kit(s) – There are two spill kits located on the docks in red dock boxes. one is located on the commodore’s dock and the other on the main dock between K and L docks.

- Fire Fighting facilities – The fire suppression system includes fire extinguishers placed on the main dock , throughout the basin and building. Refer to the fire evacuation maps for more details

## FIRE

### **Immediate:**

- Call 911 or assign a person to call 911 and request Fire/Rescue Services and other first responders as necessary. Instruct the assigned person to stand-by Water street and guide first responders to location of the emergency. If alone, make sure access to the marina is clear and open, and return to emergency response procedure.
- Evacuate everyone off the burning vessel, adjacent vessels, and area surrounding the fire, or on-shore buildings as appropriate. Keep by-standers away from area.
- Unplug burning vessel from shore power or shut down all shore power.
- Relocate adjacent vessels away from fire ONLY if safe to do so.

### **Secondary:**

- Fight fire with available equipment ONLY if you can do so without endangering yourself or others.
  - Fire Extinguishers docks and in building. (refer to included maps for exact locations)
- Remove any combustibles and vehicles from the area.
- Any fire involving fuels etc. that may spill into the environment must be reported to the Provincial Emergency Program 1-800-663-3456.
- Contact Bassam Shmordok 778-215-5473
- Contact Robert Boeckner 250-878-7988
- Contact Thom Killingsworth 250-309-5887

## HAZARDOUS SPILLS

### **Immediate:**

- Call 911, or assign a person to call 911 and request Coast Guard, Fire/Rescue Services and other first responders as necessary. Instruct the assigned person to stand-by on Water Street and guide first responders to the location of the emergency. If alone, make sure access to the marina is clear and open, and return to emergency response procedures.
- Identify and stop the flow of fluid (fuel, oil, etc.) if possible.
- Ensure there is no source of spark or ignition that may cause fire. This includes energized electrical equipment and operating engines or machinery (shut down power to the area if possible).
- Call Provincial Emergency Program 1-800-663-3456.

### **Secondary:**

- Contain spill with absorbent sheets / pads / cloth etc.
  - Spill response kits are located on the commodore's dock on the main dock between K and N (red dock boxes).
- Deploy absorbent boom if available to contain spill.
- Evacuate and/or relocate adjacent vessels.
- Call Bassam Shmordok 778-215-5473 or manager on duty

### **Disposal of used oil absorbents:**

- All absorbent materials used in spill prevention and response will be collected in 2 mil garbage bags and stored in the designated container.
- When container is full, plan for pick-up and proper disposal by environmental contractor

## BOAT SINKING

### Immediate:

- Ensure that no one is in immediate danger and evacuate vessel if necessary.
- Assist to halt further sinking if possible (bailing, activating bilge pumps, etc.)
  - Use Bilge Pump Located in red dock box located on the commodore's dock.

### Secondary:

- Deploy spill containment boom around vessel.
- Suspend/attach vessel to dock if feasible to prevent complete submersion, or tow to shallow water.
- Deploy additional spill containment measures if possible. (Absorbent pads/sheets etc.)
- If the sinking results in a spill, also call the Provincial Emergency Program 1-800-663-3456
- Contact Owner of vessel
- Contact Bassam Shmordok 778-215-5473
- Contact Sarah Moony 250-258-3738
- Contact Thom Killingsworth 250-309-5887

## MEDICAL EMERGENCY

### Immediate:

- Call 911, or assign a person to call 911 and request Fire/Rescue Services, Ambulance and other first responders as necessary. Instruct the assigned person to stand-by on Water Street and guide first responders to the location of the emergency. If alone, make sure access to marina is clear and open, and return to emergency response procedures.
- Ensure that victim and by-standers are not in immediate danger;
- Do not move victim unless absolutely necessary.
- Make comfortable with blankets
- Have a qualified person perform First Aid as necessary.
- First Aid kits are located, in reception, copy room, sailing center, admin office and kitchen service hallway And in the boathouse on O-dock.
- AED devices are located, in building on main floor and on main dock during the boating season.

### Secondary:

- Remain with victim until first responder personnel arrive.
- If staff or member transports victim to hospital, another member or staff should accompany.
- Contact Bassam Shmordok 778-215-5473
- Contact Sarah Moony 250-258-3738
- Contact Thom Killingsworth 250-309-5887
- Alert a First Aid certified staff on shift

## SEVERE STORM WARNING

### **Preparation:**

- Be aware of weather forecasts for Extreme Wind events
- Winter moorage Owners should be advised to deploy extra mooring and spring lines and additional bumpers. Loose deck gear to be secured.
- Dinghies, kayaks and any small craft to be strapped down.

### **During Storm:**

- Members venturing onto the docks during severe wind conditions are required to notify someone of their plans and the length of time they expect to be on the docks.
- After storm has passed: check docks over for structural damage, water leaks and soundness.
- Check breakwater for any signs of damage or loosening chains.
- Contact Bassam Shmordok 778-215-5473  
Contact Shoreline Pile Driving if Breakwater or any of the docks are damaged and posing a threat to vessels and personal safety.

**Always remember, never put yourself or others at risk to save a vessel or property**