



ROYAL VANCOUVER  
YACHT CLUB

# EMERGENCY RESPONSE PLAN

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Royal Vancouver Yacht Club – Coal Harbour Station

950 Stanley Park Drive  
Vancouver, British Columbia  
Canada V6G 3E2

Phone: 604-688-4578

[www.royalvan.com](http://www.royalvan.com)



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# 1    IMPORTANT CONTACT INFORMATION

## 1.1    ADDRESS

The address of the RVYC – Coal Harbour Station is:

- 950 Stanley Park Drive  
Vancouver, BC V6G 3E2

## 1.2    DIRECTIONS

Directions to the RVYC – Coal Harbour Station include:

1. Take exit into Stanley Park off West Georgia Street; and,
2. RVYC – Coal Harbour is in the south-east end of the park.

## 1.3    LATITUDE / LONGITUDE

The latitude & longitude of the RVYC are:

- Latitude: 49 17.744 N
- Longitude: 123 07.602 W

## 1.4    EMERGENCY CONTACT NUMBERS

Coal Harbour Dock Office (24/7)	604-688-4578
Harbour Master – Marcus D’Aubin (24/7)	778-231-2407
Marine Asset Manager – Chris Barnett (24/7)	604-834-9492
Fire Department	Emergency: 911 Non-Emergency: 604-665-6007 (15 gross ton Trestle Allowance)
Police	Emergency: 911 Non-Emergency: 604-717-3321
Ambulance	911
Canadian Coast Guard	VHF Ch. 16   Cell: #727 Phone: 1-800-889-8852
Provincial Emergency Program	1-800-663-3456
Nearest Hospital	St. Paul’s Hospital – 604-682-2344 1081 Burrard Street Vancouver, BC V6Z 1Y6
Electrician – Wespac Office	604-522-1322
Plumber – Leo’s Plumbing	604-734-4515
Diver – Sea to Shore (Randy)	778-316-9061



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## 2 HEALTH, SAFETY & ENVIRONMENTAL POLICY

The Royal Vancouver 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.



### 3 RISK ASSESSMENTS

<b>Risk Category:</b>	<b>Condition:</b>	<b>Control:</b>	<b>Effectiveness Assessment:</b>
Public and personnel	Medical Emergency	<ul style="list-style-type: none"> <li>• First Aid Kit and AED</li> <li>• Emergency Phone</li> <li>• Emergency location lights</li> <li>• Signage</li> </ul>	
	Trips & Falls	<ul style="list-style-type: none"> <li>• Regular inspection for hazards</li> <li>• Maintain cleanliness</li> <li>• Proper work practices when working from height &amp; boat lift</li> <li>• Slime and ice control on docks, ramp</li> <li>• Chains and wharf ladder (by crane) properly hooked up and secure</li> </ul>	
	Immersion	<ul style="list-style-type: none"> <li>• Emergency Ladders</li> <li>• Emergency location lights</li> </ul>	
	Member Vessels	<ul style="list-style-type: none"> <li>• Undergo Safety Inspections every 2 years</li> <li>• Must comply with mooring rules for safety &amp; environment preservation</li> </ul>	
Property	Fire	<ul style="list-style-type: none"> <li>• Regular inspection</li> <li>• Fire-fighting equipment</li> <li>• Fire alarms</li> <li>• Signage</li> <li>• Emergency Response Plan (ERP) per below</li> </ul>	
	Boat Sinking	<ul style="list-style-type: none"> <li>• ERP per below</li> </ul>	
	Subsidence Into Water	<ul style="list-style-type: none"> <li>• Annual structural inspections</li> <li>• Active management of storm water run-off</li> <li>• Shoreline bank enhancement</li> <li>• 15 Gross ton allowance on Trestle</li> </ul>	
	Storm Damage	<ul style="list-style-type: none"> <li>• Regular Dock connection inspections</li> </ul>	



		<ul style="list-style-type: none"> <li>• Annually check tall trees for signs of instability and rot</li> <li>• Maintain roof structures, hurricane clips as appropriate</li> <li>• ERP per below</li> </ul>	
	Snow loads	<ul style="list-style-type: none"> <li>• Monitor weather alerts</li> <li>• Issue snow advisory to boaters</li> <li>• Snow removal on docks and ramps</li> <li>• Snow removal from boat house roofs as necessary</li> </ul>	
	Earthquake / Tsunami	<ul style="list-style-type: none"> <li>• Regular dock connection inspections</li> <li>• ERP per below</li> </ul>	
	Dock / crane damage failure	<ul style="list-style-type: none"> <li>• Annual inspection of dock as required</li> <li>• Annual inspection of crane is required</li> </ul>	
Environment	Boat Sinking	<ul style="list-style-type: none"> <li>• Regular patrol</li> <li>• Transport Canada Safety Inspection</li> <li>• ERP per below</li> </ul>	
	Discharge of Waste	<ul style="list-style-type: none"> <li>• Prohibition of activities</li> <li>• Provision of waste and recycling receptacles</li> <li>• Direction to nearest pump-out</li> <li>• Directions for recycling for waste oil, batteries, glycol</li> <li>• Clean bilge education, make absorbent cloths available</li> <li>• ERP per below</li> </ul>	
	Discharge of oil	<ul style="list-style-type: none"> <li>• Regular patrols &amp; inspections</li> <li>• Provision of waste and recycling receptacles</li> <li>• Directions for recycling for waste oil, batteries, glycol</li> <li>• Clean bilge education, make absorbent cloths available</li> <li>• ERP per below</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><li>• Parking lot spill controls with porous surface &amp; swales</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 feeders</li></ul>	



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## 4 EMERGENCY EQUIPMENT

The following emergency equipment is kept at the RVYC:

### 4.1 FIRST AID KITS

First aid kits can be found at the following locations:

- Access gate office (See Appendix B)
- Dock Tool Shop (See Appendix D)

### 4.2 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

An AED can be found at the following location:

- Access gate office

### 4.3 SPILL RESPONSE KITS

Spill response kits can be found at the following locations:

- Mid-way on docks A, C, D, E, F, H, J, M, N & K (See Map P. 15)

### 4.4 FIRE FIGHTING EQUIPMENT

Fire-fighting equipment can be found at the following locations:

- All docks under signage (See Maps P. 10-11)

### 4.5 FALL-IN LADDERS

Fall-in ladders can be found at the following locations:

- Fixed ladders the ends of various berths on all docks (See Map P. 15)
- Portable ladders at Dock office, and J-Float access point (See Appendix F)

### 4.6 ELECTRICAL & WATER SHUTOFFS

Electrical and water shut-offs can be found at the following locations:

- Electrical Connection Shut off; 1\_Main 600v disconnect on trestle by the Seawall - shuts off entire property and M-Float, 2\_Marina Distribution at the bottom of the Main Ramp on Main Landing Float – shuts off marina floats by section (See Appendix G).

### 4.7 PANIC BUTTONS

Panic Buttons can be found at the following locations:

- Berths A42, B8, E1, H6, G13, J1, H6 (See Map P. 15).





## 5 IN CASE OF FIRE

In case of fire, please follow the procedures below:

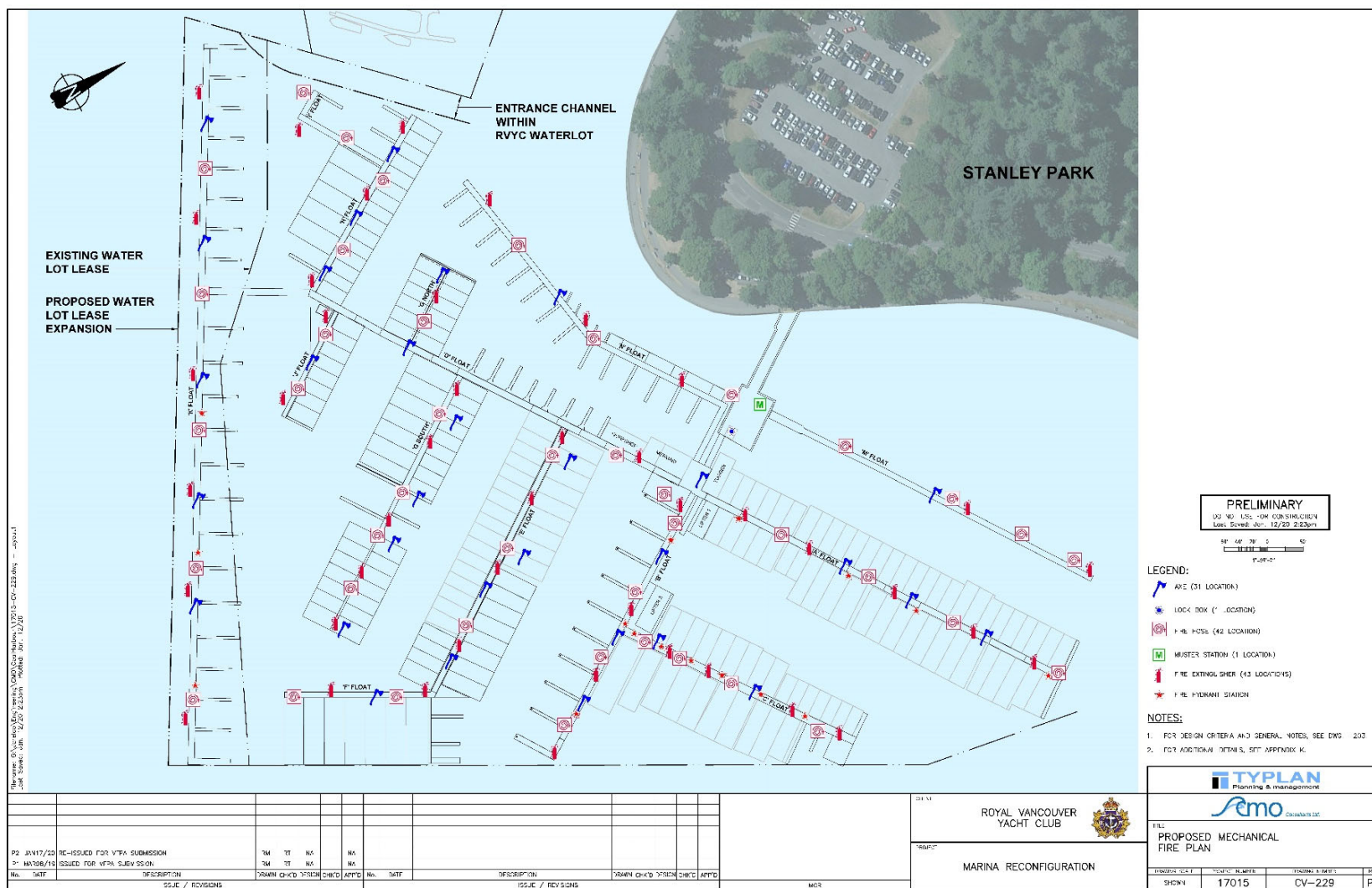
### 5.1 IMMEDIATE

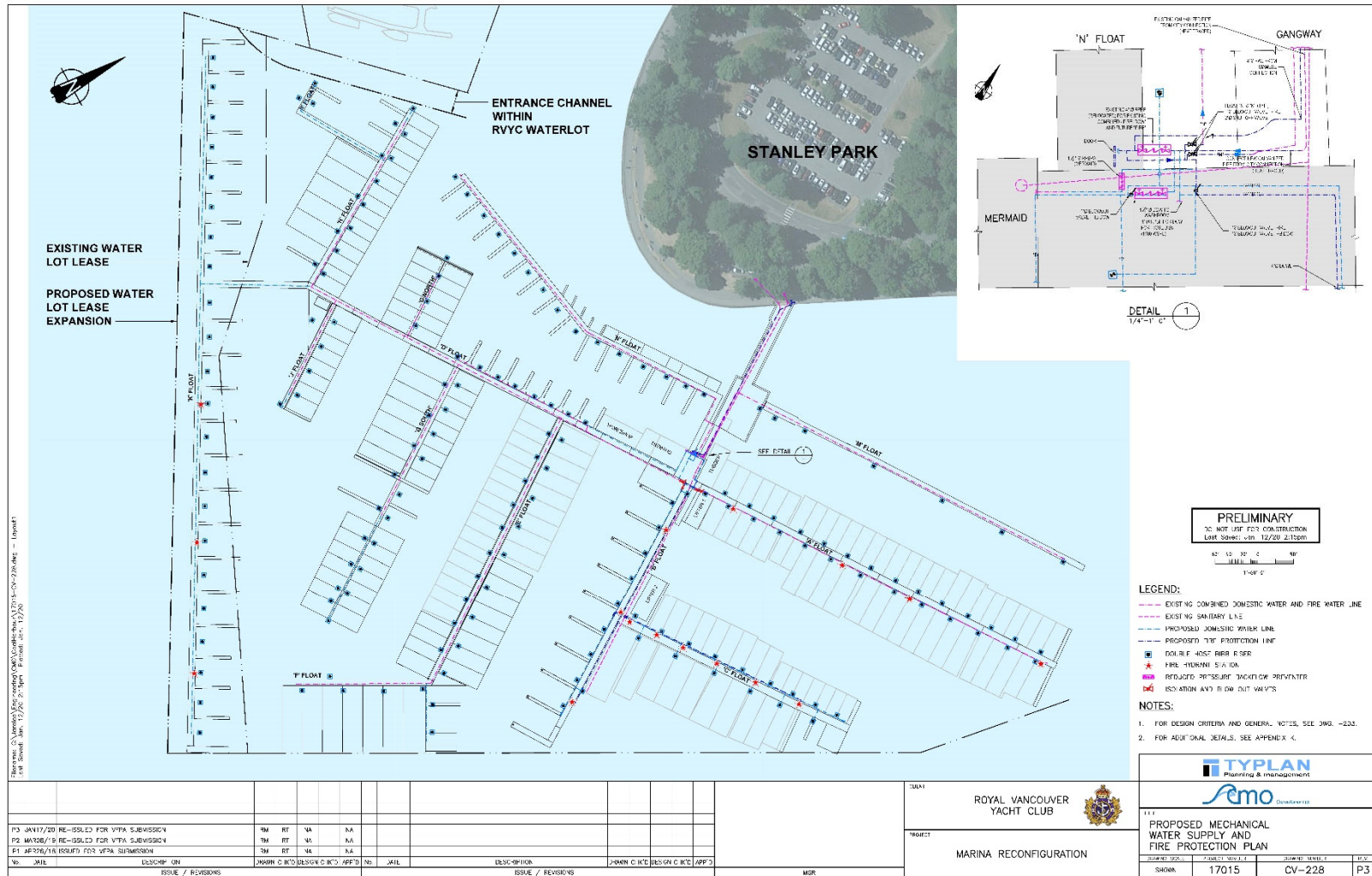
1. Call 911 or assign a person to call 911 and request Fire/Rescue Services and other first responders as necessary. Instruct the assigned person to stand-by on Stanley Park Drive and guide first responders to location of the emergency. If no one is available, make sure access gate is open, and return to emergency response procedure.
2. Evacuate everyone out of buildings or off the burning vessel, adjacent vessels, and area surrounding the fire, or on-shore buildings as appropriate. Keep by-standers away from area.
3. shut down shore power to area including vessel.
4. Relocate adjacent vessels away from fire ONLY if safe to do so.

### 5.2 SECONDARY

1. Fight fire with available equipment ONLY if you can do so without endangering yourself or others.
  - Fire Extinguishers
  - Fire hoses
  - Portable emergency pumps
2. Remove any combustibles and vehicles from the area.
3. Any fire involving fuels etc. that may spill into the environment must be reported to the Provincial Emergency Program 1-800-663-3456.
4. Contact Harbour Master 778-231-2407.
5. Contact Marine Asset Manager 604-834-9492

**Note: All vessels may have hazardous materials on board (gasoline, diesel, propane, and flammables from cleaning and paint products).**







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## 6 HAZARDOUS SPILLS

In case of hazardous materials spills, please follow the procedures below:

### 6.1 IMMEDIATE

1. Call Harbour Master who will make the appropriate calls to Coast Guard, 911, etc... and proceed on Harbour Master's instructions.
2. Coast Guard = VHF CH 16 or 1-800-889-8852. Call Provincial Emergency Program 1-800-663-3456.
3. Identify and stop the flow of fluid (fuel, oil, etc.) if possible.
4. Ensure there is no source of spark or ignition that may cause fire. This includes energized electrical equipment and operating engines or machinery.
5. If leak is coming from a vessel, contact the owner

### 6.2 SECONDARY

1. Contain spill with absorbent sheets / pads / cloth etc.:
  - Spill response kits are located on all floats throughout marina.
2. Deploy absorbent boom if available to contain spill.
3. Evacuate and/or relocate adjacent vessels.
4. Complete a spill incident report for review by others

### 6.3 DISPOSAL OF USED OIL ABSORBENTS

- All absorbent materials used in spill prevention and response will be collected in drums in the designated oil disposal area.
- When container is full, make arrangements for pick-up and proper disposal by environmental contractor.
- Advise staff if drum is full to arrange for pick up.

**Note: All drums and barrels to have adequate secondary containment trays.**



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## 7 BOAT SINKING

In the case of a sinking boat, please follow the procedures below:

### 7.1 IMMEDIATE

1. Ensure that no one is in immediate danger and evacuate vessel if necessary.
2. Assist to halt further sinking if possible (bailing, bilge pumps, etc.):
  - Use emergency boat pumps on yellow dollies located in pump room and in tugger shed.

### 7.2 SECONDARY

1. Contact Member (use RVYC yearbook to find contact number)
2. Deploy spill containment boom around vessel.
3. Suspend/attach vessel to dock if feasible to prevent complete submersion, or tow to shallow water.
4. Deploy additional spill containment measures if possible. (Absorbent pads/sheets etc.)
5. Call the Coast Guard 1-800-889-5582 or VHF Ch 16. If the sinking results in a spill, also call the Provincial Emergency Program 1-800-663-3456
6. Contact Marcus D'Aubin 778-231-2407

**Note: RVYC has two boats (Swifter and Northwest) available for emergency response.**



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## 8 MEDICAL EMERGENCIES & EVACUATIONS

In the case of a medical emergency, please follow the procedures below:

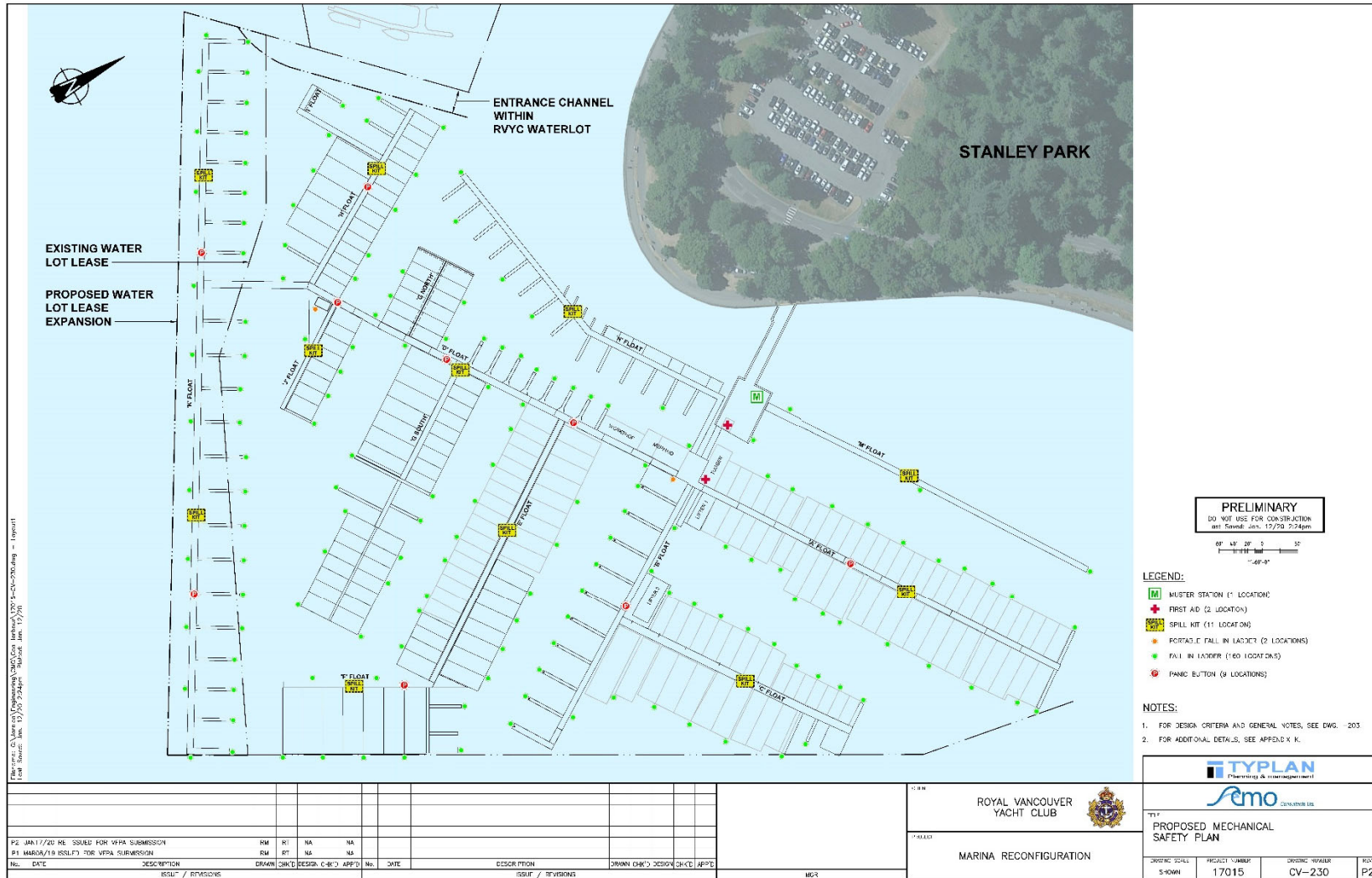
### 8.1 IMMEDIATE

1. 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 Stanley Park Drive and guide first responders to the location of the emergency. If alone, make sure access gate is open and return to emergency response procedure.
2. Ensure that injured and by-standers are not in immediate danger;
3. Do not move injured unless absolutely necessary. Make comfortable with blankets.
4. Have a qualified person perform First Aid as necessary.
5. First Aid kit is located in the Dock Office and Tugger Shed Entrance.
6. AED device is located in the Dock Office.

### 8.2 SECONDARY

1. Remain with injured until first responder personnel arrive.
2. If staff or member transports injured to hospital, another member or staff should accompany.
3. Contact Harbour Master 778-231-2407
4. Contact Marine Asset Manager 604-834-9492







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## 9 SEVERE STORM WARNING

In the case of a severe storm warning, please follow the procedures below:

### 9.1 PREPARATION

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

### 9.2 DURING STORM

1. Shut down water and electrical service to the docks.
2. “No Dock Access” sign to be put up in the event of severe winds to keep the public off the dock. – NO ONE is to go onto dock without approval of Dock Supervisor or their designate.
3. Emergency connectors, rope and fenders are located in the Tugger shed.
4. After storm has passed: check docks over for structural damage, water leaks and soundness.
5. Update Harbour Master 778-231-2407.
6. Update Marine Asset Manager 604-834-9492





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## ADDITIONAL EMERGENCY RESPONSE COMMUNICATION SYSTEMS;

- Group email messaging;
  - When an emergency is underway and people need to be notified AS SOON AS POSSIBLE, group Email Messages can be sent from an 'MS Outlook' or similar contact list
  - E.g. Dock A, berths 1-10, 11
- Posted emergency name and phone call list in Harbour Masters Office cross referenced to berth number

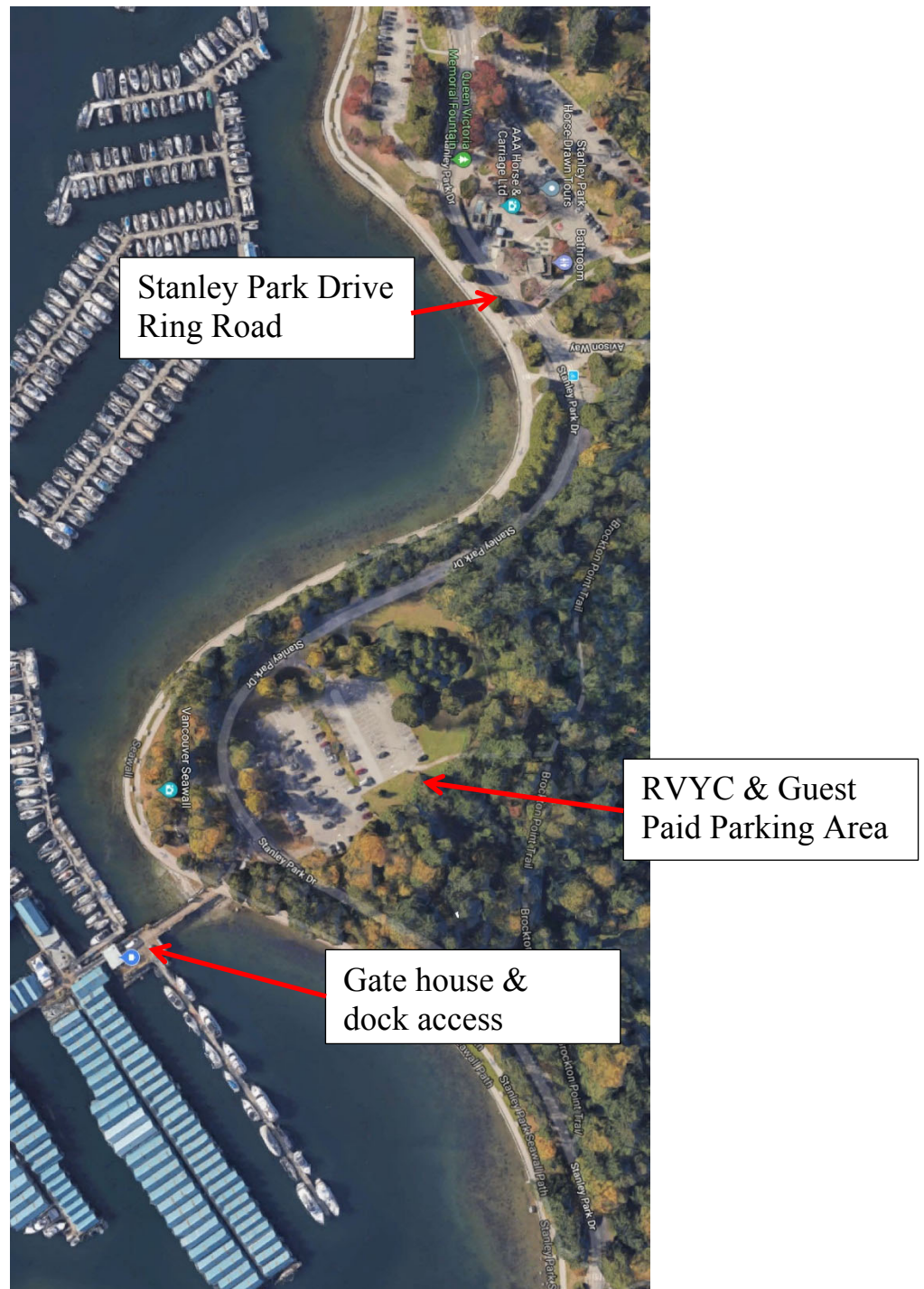
## IN THE EVENT OF THE FOLLOWING EMERGENCIES

- Earthquake & Tsunami
  - Crane failure on main dock
  - Fire in car park
  - Break-in and/or violent confrontation
  - Bomb threat
- 
1. Immediately call 911 and inform the appropriate authorities of the situation. Follow any given instructions.
  2. Contact Harbour Master 778-231-2407
  3. Contact Marine Asset Manager 604-834-9492



## APPENDIX A

### ROYAL VANCOUVER YACHT CLUB - COAL HARBOUR ROAD ACCESS MAP





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## ROYAL VANCOUVER YACHT CLUB - COAL HARBOUR ENTRANCE FROM STANLEY PARK

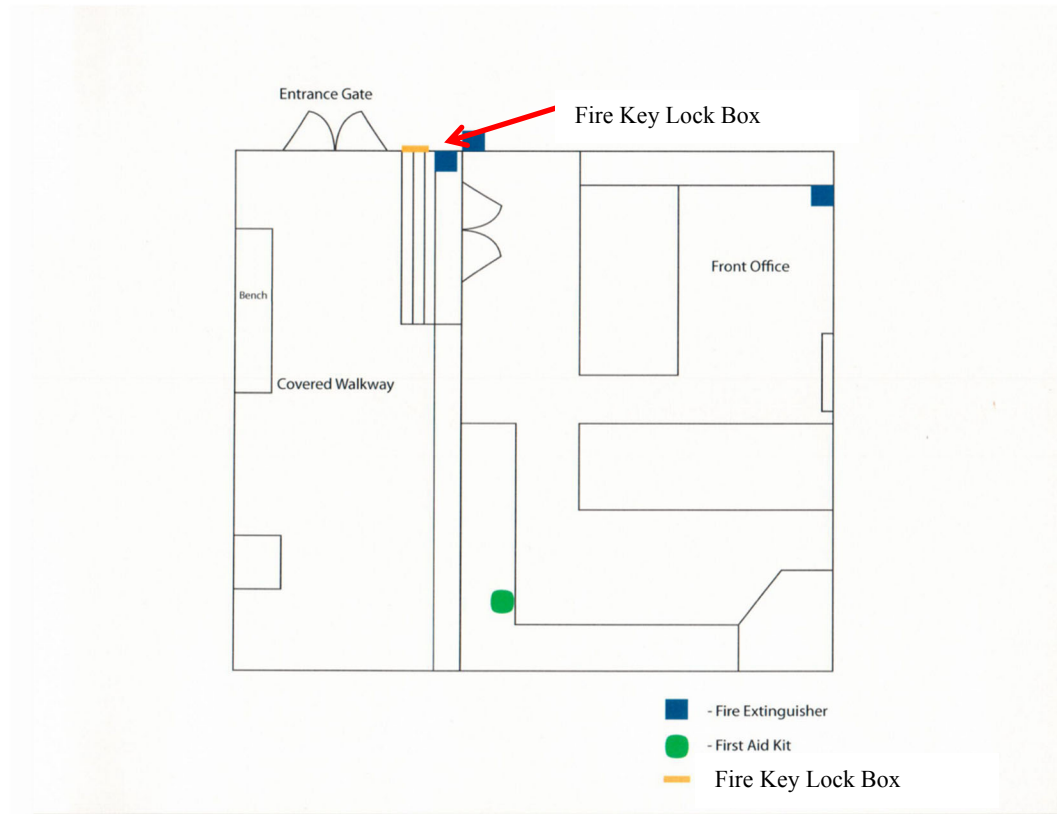






## APPENDIX B

### GATE ACCESS & DOCK OFFICE



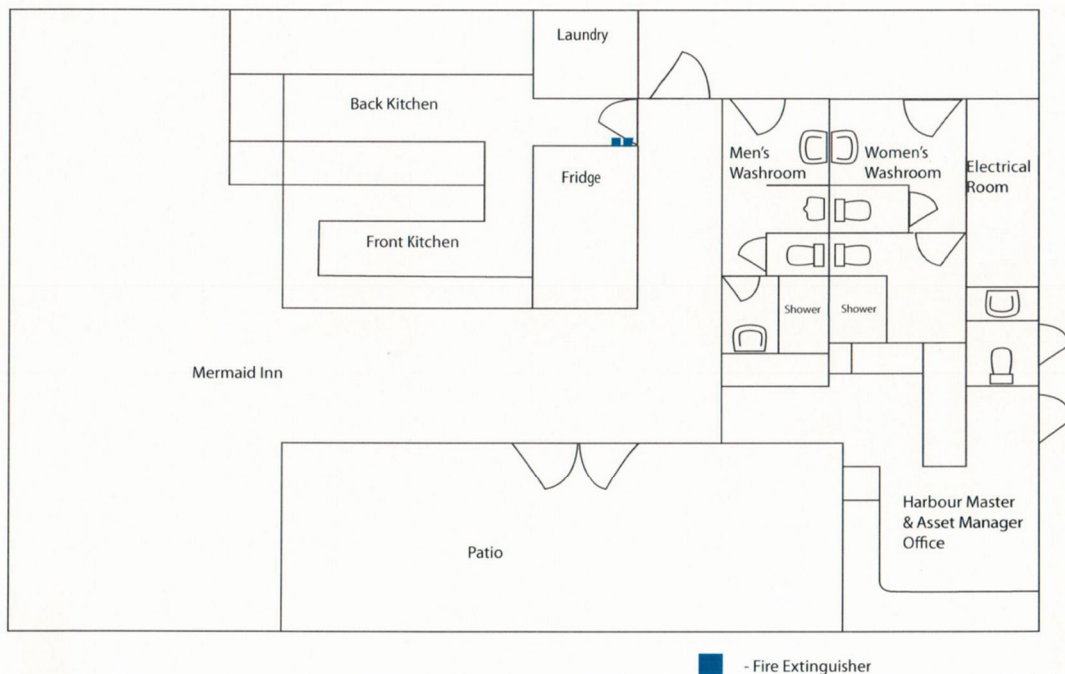
Fire Key Lock Box





## APPENDIX C

### HARBOUR MASTER'S OFFICE, WASHROOMS & MERMAID INN



Harbour Master	Marcus D'Aubin	778.231.2407
Restaurant Manager	Bonnie Pringle	604.818.7933
Emergency Contact	Coal Harbour Dock Office	604.688.4578
Hours of Operation	9 – 4 Daily	



## APPENDIX D

### DOCK MAINTENANCE SHOP & STAFF ROOM

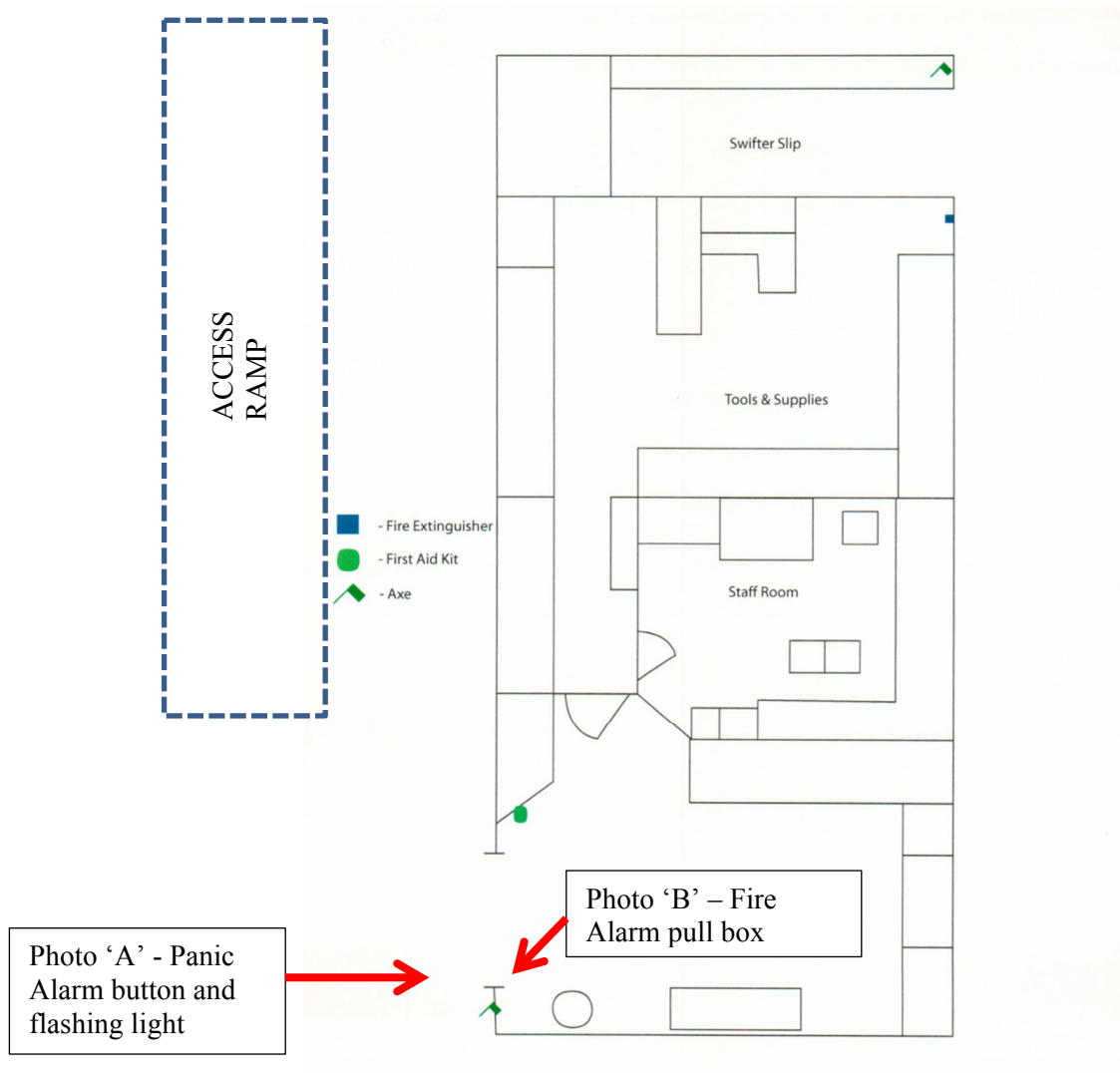




Photo 'A'

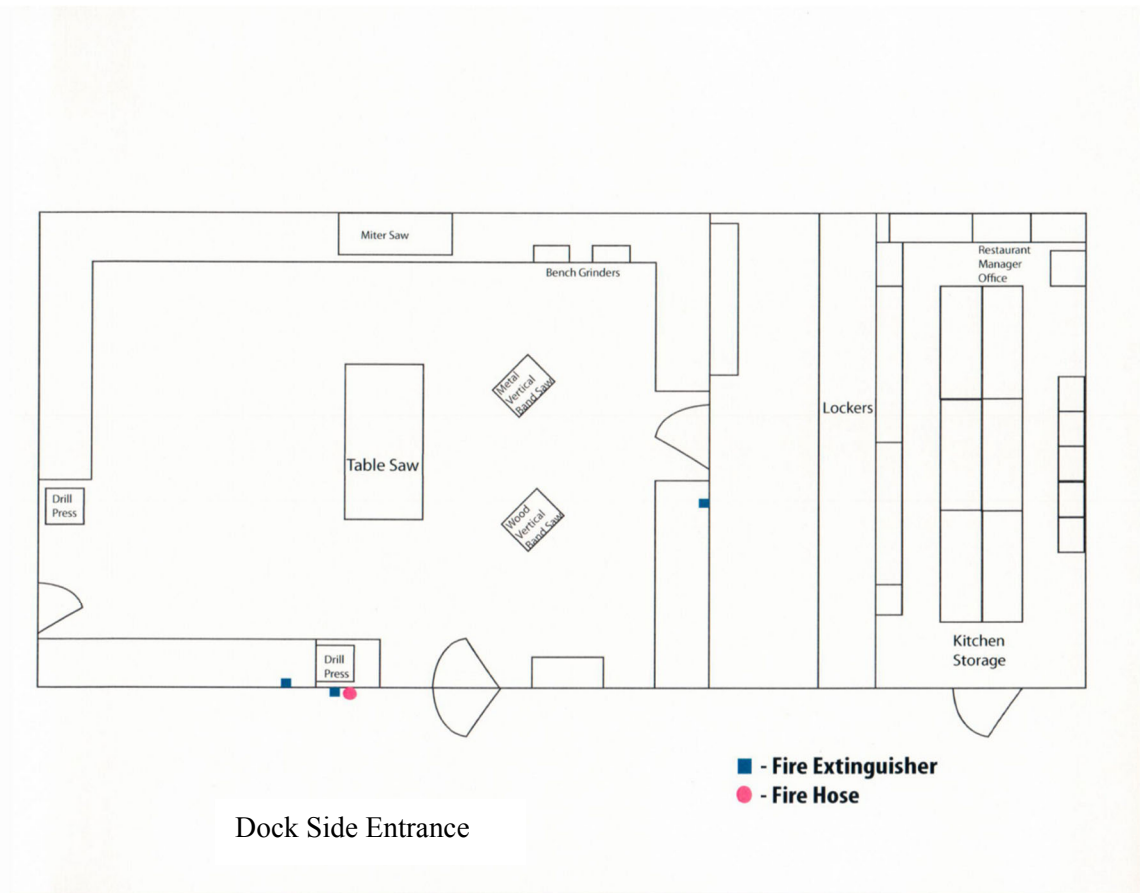


Photo 'B'



## APPENDIX E

### WORK SHOP & KITCHEN STORAGE



Harbour Master	Marcus D'Aubin	778.231.2407
Mermaid Restaurant Manager	Bonnie Pringle	604.818.7933
Emergency Contact	Coal Harbour Dock Office	604.688.4578
Hours of Operation	24 -7	



