



Duty officer

The role of the duty officer is:

- Encouraging people to keep the footpath clear.
- Encouraging people not to leave dollies on the ramp.
- Knowing how to use the radio and PA.
- Carrying a radio at all times.
- Know where the defibrillator and first aid kits are located.
- If there is a major medical incident, call the ambulance.

Encouraging people to keep the footpath clear.

We need to keep the footpath clear and safe for pedestrians. If boats from the club are stopping on the footpath, we need to ask people to keep it clear. This is to keep the Club Members and the Pedestrians safe. For more detail see the yard and ramp etiquette by-law as published on the [governance page of the club website](#).

Knowing how to use the radio and PA.

Pretty straight forward.

Carrying a radio at all times.

Best to carry one with you at all times so you can be contacted when not in the office.

Know where the defibrillator and first aid kits are located.

Defib outside women's toilet. First aid kits in sailing school office, downstairs office and upstairs office. These and other safety related information on poster on main notice board, ground floor.

If there is a major medical incident, call the ambulance.

First aid knowledge helps but the main thing is to call an ambulance. The Defib provides audible instructions on use.

For further reference please consult the volunteer training doco at: [Published](#)

Emergency contact numbers:

Police, Ambulance, Fire: 000.

General Manager (Diane Vukelic): 0447 283 936

Sailing Manager (Dan Smith): 0423 395 476

Commodore (Jay Harrison): 0414 013 391

Vice Commodore (Stand Bland): 0414 246 514

Club Secretary (Kirsty Graham): 0415 733 066

RMS local contact (Stuart Nelson): 0418 460 292

Water Police: (131 444)