Sandringham Yacht Club Inc.

OFF THE BEACH

ON-WATER INCIDENT RESPONSE MANUAL

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1. Introduction

This Sandringham Yacht Club (SYC) Off The Beach Sailing Centre (OTBSC) On-Water Incident Response Manual provides set guidelines to race officers, race volunteers and staff managing incidents relating to on-water safety and emergencies for OTBSC racing and events.

This document is not a race management manual, nor is it a substitute for common sense or crisis management. All personnel should read the document as part of their preparation to familiarise themselves with the process of carrying out emergency procedures.

2. Peak Safety Authority for Water Based Incidents

The Victorian Water Police have prime responsibility for boating on Port Phillip. Other agencies including the Volunteer Coastguard will act under the direction of the Victoria Water Police.

The Victoria Water Police Squad is the State Search and Rescue Authority for Victoria, under the National Search and Rescue Agreement, between the Federal Government and the various State Governments.

3. Classification of Club On-Water Events

SYC races are run under Australian Sailing (AS) Safety Regulations part 1, which is listed in the Notice of Race for each event.

Club racing events in the OTBSC on-water program include Friday Twilight and Sunday Club racing in addition to Club regattas like Sail Sandy and the Kingston Sprint Series. Separate regattas may have an individual safety plan specific to each regatta. Junior Development Squad training sessions will be covered under the Boating Academy Operating Procedures.

It is the requirement that all competitors must have indicated their compliance with the relevant safety category via their declaration on the race entry form or coaching application. Competitors confirm their compliance by signing on for the race session. All competitors must comply with class based safety equipment requirements (e.g. bailers, buoyancy, tow lines and so on).

MAJOR EVENT RESCUE PLANS

Rescue Plans will be developed for major events. They will be based on the information contained here but they will be specifically tailored and may include information relevant to a particular class of boat.

The SYC staff in conjunction with the Principal/Course Race Officer for the major event will sign off the rescue plan which will then be distributed and discussed at pre-regatta briefings.

4. On-Water Activities

4.1. Roles of race management boats

Ideally, there should be sufficient rescue boats on the course area to allow for at least two fully-equipped boats to be dedicated to a rescue and support role, with a third vessel allocated to mark-laying duties and general errands.

In reality, these roles will be shared and it is the responsibility of the RO to allocate the duties to fit the needs of the day. Safety is the first priority and the RO will ensure that rescue takes precedence over course setting.

4.2. Patrolling

It is important to assess if a boat requires help or not. Remember that capsizing is a normal part of dinghy sailing. Monitoring the fleet and observing the weather conditions are important tasks during the race. Patrol teams must be strategically placed to respond to emergencies.

In an emergency the priority is to save lives, not the boats.
Drifting or anchored boats can be picked up later.
Safety of competitors will always override the preservation of yachts.

Assignment

Each rescue boat will have a designated area to patrol during the race and during transit of yachts to and from the race area. This will be detailed by the RO. The RO is to ensure that all areas are covered by at least one rescue boat at any time.

5. EMERGENCY PROCEDURES

The PRO or RO is the person responsible for the declaration of an emergency situation on the water. The RO will co-ordinate rescues from on the water. Where available, the RO will request the assistance of the Boating Office and/or PRO.

ALL ON-WATER EMERGENCY ACTIVITY IS TO BE CO-ORDINATED THROUGH THE **PRO, RO OR BOATING OFFICE ON CHANNEL 77** IN THE FIRST INSTANCE.

Details of all calls relating to an emergency situation received by either race management personnel, staff or race volunteers must be logged on the **EMERGENCY RADIO COMMUNICATION LOG SHEET**, in sufficient detail to provide a clear picture of the sequence of events and their timing. Digital recording is encouraged and is more practical in an emergency situation. A digital recorder is available in the tower and in every RO's on-water bag. To activate turn on the hold button and to record press the "REC" (red dot button) <u>and leave it on for the duration of the emergency</u>.

5.1. ILLNESS / INJURY

Refer to emergency procedure work flow below.

Injuries to persons should be responded to by the closest available rescue boat. The RO, in conjunction with rescue personnel is to determine the nature of the illness or injury and determine if an ambulance is required. If an ambulance is NOT required, determine the nature of support required.

If ambulance attendance is required, the rescue boat should call to 000. This will enable 000 to speak directly with a person who is assisting the injured. If this is not practical, then the Boating Office is to be contacted (9599 0922) so they can coordinate the rescue and ambulance arrival. Alternatively, the RO is to call 000 to arrange for the ambulance.

The RO should then direct the vessel to the ambulance meeting point, which is at the crane pontoon in the SYC Marina or otherwise as appropriate (i.e. Royal Brighton Yacht Club Marina etc.).

If an ambulance is being called, all personnel shall maintain a listening watch on the channel called.

IF A CALL IS RECEIVED BY TELEPHONE, THE RECEIVER IS TO:

- **understand the nature of the incident**
- **ascertain if an ambulance required and whether one has been called**
- **record the current location of the vessel**
- **is the patient in the water?**
- **does the vessel need assistance?**
- **take their mobile number** and **the mobile number of someone near the patient and who will remain with him/her**
- **request they stand by the telephone** and
- **keep the line open for emergency contact**

AMBULANCE DIRECTION

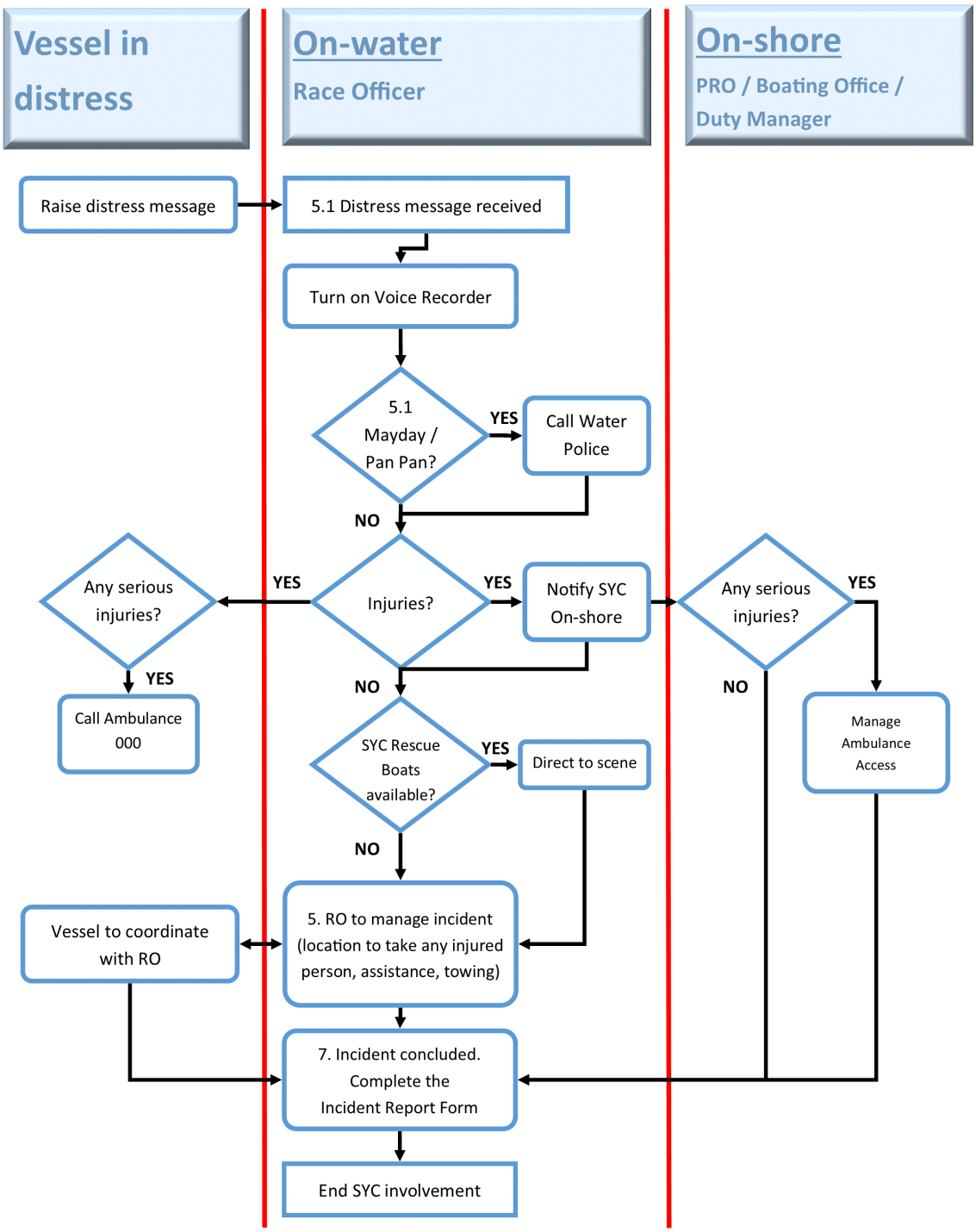
If an ambulance has been called, the RO is to contact either the Boating Office on VHF 77 or 9599 0922 or as second level, the SYC Duty Manager on 9599 0999 or 9599 0918. The DUTY MANAGER IS to implement and coordinate SYC emergency response plan, which includes coordination of staff to meet and direct emergency services.

The DUTY MANAGER will arrange to meet the Ambulance at the Yard Gate and to organise access into the other areas of the yacht club.

SYC PREFERRED MEETING POINT FOR BOAT TRANSFERS

The nominated location is at the pontoon next to the Hard Stand Crane, as there is easy access between boat and vehicle.

Emergency Procedure



5.2. SEARCH AND RESCUE

In the course of normal Off the Beach events, the on water RO will generally manage local search and rescue activity.

Should there be more yachts requiring assistance than there are race management vessels to assist, the priority is to ensure sailors are safe. This may entail having sailors being placed on board race management vessels and leaving the yachts unmanned. Should this occur, race management personnel are to attach a crew safe marker (usually red and white tape) to the yacht so that other race management personnel know that the sailors are safe. Sailors can be transferred later to the start and finish boats to make room within the rescue craft.

Race management personnel are to obtain direction from the RO when undertaking any towing operation. This direction will include where to tow a yacht (either to shore or to be tied off to the start or finish boat).

IN THE CASE OF A MISSING PERSON/YACHT, CO-ORDINATION WILL TRANSFER TO VICTORIA POLICE / WATER POLICE.

The Water Police is the State Search and Rescue Authority for Victoria under the National Search and Rescue Agreement between the Federal Government and the various State Governments. The Rescue Co-ordination Centre (RCC) is located at the Water Police Squad Headquarters and co-ordination of Marine SAR operations is conducted by qualified staff at the RRC. The Victorian Water Police can be contacted at **9399 7500, or 000 or VHF Channel 16**

5.3. RADIO CALLING

ALL ON-WATER EMERGENCY ACTIVITY IS TO BE CO-ORDINATED THROUGH THE **PRO, RO OR BOATING OFFICE ON CHANNEL 77** IN THE FIRST INSTANCE.

During emergency operations by rescue boat drivers and crew, it will not be practical to log details of all calls made relating to an emergency. The logging is to be done by the RO or a person designated by the RO.

5.3.1. Sending a MAY DAY

This signal indicates that that the vessel or person using it is threatened by grave and imminent danger and requests immediate assistance.

The distress signal must not be used under any other circumstances, e.g. a medical emergency – *'Marine Radio Operators Handbook- Australian Communications Authority'*

Please refer to Marine Radio Operators Handbook for correct procedures.

5.3.2. Sending a PAN PAN

The urgency Signal consists of the words PAN PAN. It has priority over all other communications except those concerned with distress.
Use of the urgency signal indicates that the station sending it has a very urgent message to transmit concerning the safety of the vessel, or the safety of a person - Marine Radio Operators Handbook- 'Australian Communications Authority'

5.3.3. Receiving a MAYDAY call or PAN PAN call

Please refer to Marine Radio Operators Handbook for correct procedures.
Note: SYC may assist in a distress (MAYDAY) or Urgency Call (PAN PAN) however it is the Water Police and /or Coast Radio Melbourne who will be the one(s) that will play the lead role in these situations.
The station (boat) in distress will be contacted by the Water Police or Coast Radio Melbourne - usually via VHF radio.
Wait about 5 to 10 seconds before responding in case a more appropriate authority responds; Now – relax! No one will be concerned that your radio protocol is not perfect. Quiet calm assistance and concentration is far more important than radio protocol. Make notes as you go;

1) Confirm with the caller the transmission is received e.g.:
   - **MAYDAY (Caller, Caller, Caller)**

- **this is (Call sign x three) – Received MAYDAY (or this is Sandringham Race Control, Sandringham Race Control, Sandringham Race Control – Received Mayday)**
-

2) Record the calling vessel's *AND* the distressed vessel's (if different to the calling vessel)
   - name
   - call sign
   - sail number
   - boat number
   - location
3) Determine if the nature of the situation is medical, rescue or assistance.
4) Maintain contact via radio or telephone.
5) Establish the vessel's position and document it.

5.4. Missing Persons / Missing Boats

In the case of a missing person / boat, rescue coordination must be transferred to the Victoria Water Police on **(03) 9399 7500, or 000** or **VHF Channel 16**. SYC will continue to assist and participate in all ways possible, and as requested by Victorian Water Police.

The Water Police is the State Search and Rescue Authority for Victoria under the National Search and Rescue Agreement between the Federal Government and the various State Governments. The Rescue Co-ordination Centre (RCC) is located at the Water Police Squad Headquarters and co-ordination of Marine SAR operations is conducted by qualified staff at the RRC.

5.5. Hand over to Victoria Water Police

All Emergency assistance requests are to be passed on to the Victoria Water Police if they decree. They may request SYC to continue participation at any level in any incident. Pass on all relevant information obtained.

When passing information on to Victoria Water Police, pay particular attention to the number of Persons on Board (POB), the location and medical facilities required.

"Vessel operators involved in an accident must give assistance to other persons involved without seriously endangering their own vessel, crew or passengers.

They must give their name, address and identification to any person injured or his/her representative, and to the owner of any property damaged" (MSV – Safety Handbook 2009)

5.6. Emergency Incident Reporting

All Emergency incidents involving Sandringham Yacht Club including medical, property, rescue, or racing, must be recorded on the SYC Incident Report form. See Appendix 2 below.

5.7. Basic First Aid Principles for Emergencies

It is desirable that one qualified person at all times at the Club is capable of providing first aid. A current Provide First Aid and CPR certificate is preferred.

The First Aid location at the Club shall be the 'Off The Beach' building and an adequate first aid kit & qualified volunteers or staff should be available to assist any participant.

Any injury requiring off-site assistance should be co-ordinated through the Boating Office or the SYC Manager on Duty. An incident report form shall be completed and submitted to SYC for any injury occurring on Club premises or requiring outside medical treatment. The Report (or copy) must be provided to Management within 24 hours of incident. Please refer to Appendix 2 below

APPENDIX 1 EMERGENCY RADIO COMMUNICATION LOG

SANDRINGHAM YACHT CLUB

EMERGENCY RADIO COMMUNICATION LOG SHEET

Date…….…….……. **Time…….…….hrs.**

COMMUNICATION TYPE

HF VHF 27mhz Mobile Ph

YACHT DETAILS

Name…….……. **Sail Number…….…….……**

Call Sign…….…….……. **Mobile Phone #:…….**

SUMMARY OF COMMUNICATIONS RECEIVED AND SENT

……

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TOWER RADIO OPERATOR

Name ..…….……. **Contact Phone number…….……..**

Sandringham Yacht Club Incident Report

Report must be countersigned by both your immediate report (if on Duty)
and the Manager on Duty and placed in the blue tray marked
"SYC Incident Forms" inside CEO Richard Hewett's office.

Details of Person OR Club Asset affected by incident		
Name:		Male ❑ Female ❑
Address:		Occupation:
		Age:
		Date of Incident:
Employee ❑ Member ❑ Visitor ❑		Time of Incident:
Mobile:	Home Phone:	Work Phone:

Details of Incident			
Description of Circumstances:			
Exact Location of Incident:			
Details of any Personal Injury:			
Nature of Injury (if applicable)			
❑ Sprain/Strain	❑ Cut/Laceration	❑ Bruise	❑ Burn
❑ Abrasion/Graze	❑ Fracture	❑ Other *(give details)*	
Part(s) of Body Injured			
Medical Attention Provided			
❑ None	❑ First Aid	❑ Doctor	❑ Ambulance	❑ Hospital
❑ Other *(give details)*			
Medical Items used from the First Aid Kit			

Details of any Property Damage: **(describe the damaged items, the damage caused and the approx. value of damage if known)**			
If property damage relates to <u>club boats</u>, request the Manager on Duty copy in the following person(s) – scan a copy and email it to the CEO and the distribution list below. If boat(s) are to be taken out of service, and they are scheduled for next day use, you're required to place signage on the vessel and put the boat keys in the safe.			
❑ Helen Tetlow	❑ Russell Tyson	❑ James Sly	

Details of Witnesses			
Name of Witness:		Phone:	
Name of Witness:		Phone:	
Details of Staff member completing this form		**Department Head or Area Manager (if on Duty)**	
Name:		Name:	
Signature:	Date:	Date:	Date:
Manager on Duty to complete this section			
Details of any immediate action required / taken:			
Name:		Signature:	
Date:			
Office Use Only (for completion by Management)			
Action taken:			
First Aid Kit replenished if necessary:			
Follow up call results:		**Date:**	
Insurer Notified: **(if so, details)**			
OH&S Committee Notified: **(if so, details)**			
Any follow up required? **(if so, details)**			
Department Head / Area Manager:	**Signature:**	**Date:**	
CEO Final sign off:		**Date:**	

APPENDIX 3 MAYDAY AND PAN PAN

EXAMPLE OF A COMPLETE DISTRESS CALL AND MESSSAGE:

A **MAYDAY** message should be transmitted on the International Distress frequencies, VHF Channel 16 in Port Phillip Bay

DISTRESS CALL

Distress Signal (x 3)	**MAYDAY MAYDAY MAYDAY**
The words "this is"	THIS IS
Station Calling (x 3)	BOAT NAME VKV123, Boat Name VKV123, BOAT NAME VKV123

DISTRESS MESSAGE

Distress Signal	**MAYDAY**
Name/Call sign	BOAT NAME VKV 123
Position	1 NAUTICAL MILES DUE WEST, SANDRINGHAM YACHT CLUB
Nature of Distress	HAVE STRUCK A SUBMERGED OBJECT AND RAPIDLY TAKING ON WATER. ESTIMATE TIME AFLOAT IS 15 MINUTES
Other information (if time permits)	24 foot rhib with Red Hull, 2 persons on board, EPIRB activated
	OVER

EXAMPLE OF AN URGENCY CALL AND MESSAGE SENT BY VESSEL:

Urgency Signal (x3)	**PAN PAN , PAN PAN, PAN PAN**
Station Called (x3)	All Stations, all stations, all stations
The words "this Is"	THIS IS
The station calling (x3)	BOAT NAME VKV 123,BOAT NAME VKV 123,BOAT NAME VKV 123
Urgency Message	30 NAUTICAL MILES DUE WEST CAPE X, LOST PROPELLER , ESTIMATE DRIFTING AT 4 KNOTS AND REQUIRE TOW URGENTLY

LEVEL 1	**GENERAL PATROL / RESCUE**	**0 – 15 knots**
Control RO	Rescue craft to patrol designated areas Towed dinghies rescued to start-finish vessels or spectator craft. Rescue craft not to leave course without clearance from RO.	
LEVEL 2 Control RO	**COACH BOATS MAY ENTER COURSE AND ASSIST WHEN REQUESTED BY RO**	**15 – 22 knots**
LEVEL 3 Control PRO/RO Boating Office to assist	**ABANDON RACES** Rescue craft as directed by RO and other available boats to assist where practical Liaise with beach marshal for boats ashore Rescue craft to either tow boats to available craft or abandon boats after tagging with (crew safe) tape	**22 – 35 knots**
LEVEL 4 Control PRO/RO & Boating Office Decision to call Water Police	**OUTSIDE ASSISTANCE REQUIRED** Continue as above Boating Office conduct head count	**30 – 35 knts +**

APPENDIX 5 HYPOTHERMIA

Hypothermia is defined as a fall in body temperature (usually 37 C) to below 35C. Symptoms become more obvious and serious as core temperature falls.

Heat is lost from the body by the following four mechanisms (with examples of seen in sailing).

CONDUCTION: heat loss directly to the cold water contacting and surrounding the body. Minimise time in the water!

CONVECTION: when warm air or water next to the body is displaced by cold air or water. The biggest contributor to convective heat loss is wind. (Tight fitting inner layers trap warm air and water against the skin: this is how wetsuits work. Wind resistant outer layer to prevent heat trapped by inner layers being dispersed)

RADIATION: body heat radiates into cold air. Hats/beanies limit heat loss from radiation

EVAPORATION: less of a problem in sailing.

Modern sailing gear mitigates against all forms of heat loss, but there is a limit to their effectiveness.

The smaller and lighter the sailor, the greater the surface area to body mass ratio, leading to more rapid heat loss. **Children are highly vulnerable to hypothermia.**

SIGNS OF HYPOTHERMIA:
Mild: Shivering, goose bumps, cold, pale hands and feet. These are responses to attempt to preserve core body temperature

Moderate: Lethargy, fatigue, confusion, clumsiness, and irrational behaviour

Severe: shivering stops, slow breathing, slow pulse, low blood pressure (pulse may be difficult to feel)

WHAT TO DO:
Most cases of hypothermia in dinghy sailors fall within the mild and occasionally moderate categories. Prevention is important; sailors must have appropriate clothing for the conditions, and this should be checked before leaving the shore.

Race management staff needs to be aware of the signs of hypothermia, especially in high risk conditions (cold water, cold winds, waves spraying crew). If you are wet and cold on a rescue craft, it is likely the sailors will be wetter and colder! Do not rely on a sailor to tell you that they are suffering from hypothermia – it is likely that they may not recognise their symptoms.

If sailor is exhibiting signs of **moderate hypothermia**: *lethargy, confusion or irrational behaviour*, actively remove them from water, cover and dry the sailor, protect from wind, return to shore, seek medical advice (which may require calling an ambulance).

The longer a sailor is in the water, the greater the risk of hypothermia. On high risk days, confirm with coaches or the RO what the predetermined strategy for capsize rescues will be – i.e. how long sailors should be given to right their boats before rescue boat intervention.

ACKNOWLEDGEMENT

We trust you have read and understand all aspects of the OTB On Water Safety Manual and will endeavor to put them into practice as a race management volunteer.

OTB On Water Procedures and Safety Manual

I, _____ acknowledge receipt of the OTB On Water Safety Manual and have read and understood them.

Signature _____

Date _____

Received By _____

Date _____

Please sign and return this page to the Boating Office or, alternatively sign, scan and email it to boating@syc.com.au.