



## Yacht Incident Management Plan

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# YACHT INCIDENT MANAGEMENT PLAN

## 1. PREAMBLE

Port Hacking Sailing (PHS) has established a risk management process in accordance with Australian Sailing guidance. This risk management process has produced a suite of three documents to identify and manage on-water risk associated with any yachting events conducted by PHS. These documents are:

The Operational Management Plan	Sets out the overall organisational procedures of PHS.
The Risk Assessment and Risk Register.	Identifies anticipated risks and sets out the mitigation actions to be taken for their avoidance or minimisation.
The Yacht Incident Management Plan	Plans for the management and resolution of on-water incidents

These three documents together form the PHS risk management process, and they should be read together, not in isolation.

## 2. EXECUTIVE SUMMARY

This plan sets out the management of all on-water incidents that may occur despite the mitigations taken according to the Risk Assessment and Risk Register analysis. An incident will be any occurrence where a yacht may require or benefit from assistance from others, which may be another yacht in PHS, another vessel, such as a rescue vessel, or on-shore first responders. The Risk Analysis indicates that in most cases, another PHS yacht will be closest and most likely to be able to provide assistance.

The plan is to be activated by the yacht herself or another yacht witnessing the distress. Section 5 indicates how the incident management plan may be activated according to the severity of the situation. The plan comprises two levels of activation.

### **Requesting a response from another nearby PHS yacht (Section 5.1) Requesting an Emergency Response from outside agencies (Section 5.2)**

In all incidents, good communication is vital in allowing for a clear response to the activation of the plan. The use of VHF radio for communication, Ch73 between yachts in the PHS fleet or Ch16 with Marine Rescue, is the most effective method. Once the plan is activated, all yachts should maintain a close radio watch for the duration of the incident.

*Competitors are reminded of "Rule 1.1 of the Racing Rules. "A boat, competitor or support person shall give all possible help to any person or vessel in danger". Accordingly, any person in the water from a Man Overboard (MOB) event, or any other, should be considered to be in danger..The subject yacht, or another yacht in the vicinity, should trigger the activation of this Incident Management Plan, especially the need for immediate communications with nearby yachts.*

### **3. OWNER'S SKIPPER'S RESPONSIBILITY**

(AS Special Regulations Part 1 for Racing Boats– Section 1.02.1)

*The safety of a boat and its crew is the sole and inescapable responsibility of the person in charge who shall do their best to ensure that the boat is fully found, thoroughly seaworthy and manned by an experienced crew who have undergone appropriate training and are physically fit to face bad weather. They must be satisfied as to the soundness of hull, spars, rigging, sails and all gear. They shall ensure that all safety equipment is properly maintained and stowed and that the crew know where it is kept and how it is to be used. They shall also nominate a person to take over the responsibilities of the person in charge in the event of his incapacitation.*

### **4. DECISION TO RACE**

(AS Racing Rules of Sailing – Rule 3)

The responsibility for a boat's decision to participate in a race or to continue racing is hers alone. Participation in sailing events of any kind may carry risks to life and property. By taking part in sailing events, the skipper accepts those risks.

These risks include, but are not restricted to:

- Collision with other vessels, the shore, structures or objects in or near the water.
- Falling from the vessel into the water.
- Bad weather damaging or sinking the vessel.
- Being struck, falling, subjected to fire or heat, chemical action or injured operating equipment on board the vessel or while embarking or disembarking from the vessel.

Before and while participating in PHS yachting events, you must meet all current regulatory requirements of the NSW Roads and Maritime, Australia Sailing, including the relevant AS Racing Rules of Sailing, Special Regulations Part 1, Sailing Instructions as documented in the PHS Handbook, any Notice of Race issued by PHS and any amendments made to the above.

Importantly, all boat owners and skippers must undertake their responsibilities, as outlined in the Australian Sailing Racing Rules of Sailing and Special Regulations.

- Ensure your vessel is maintained in accordance with your Special Regulations Audit form and that all gear and equipment remain in good working order.
- Crew must be appropriately trained and have relevant experience for the conditions likely to be encountered.
- Brief your crew on emergency procedures.
- Ensure adequate first aid capability on board, particularly CPR procedures, and be able to implement them.
- Practice Man Overboard (MOB) procedures, including the location of last sighting.
- To join a race where VHF radio communications are required, the crew should be competent with Marine Radio Operations and hold a relevant qualification. (Note requirements of AS Special Regulations 3.25.8).
- Comply with rules associated with your event and any special requirements. It is recommended that each Skipper prepares a detailed checklist for their yacht.

## 5. ACTIVATION OF THIS PLAN

This plan is activated by any yacht calling for assistance. Where possible, this should be done using VHF radio. Ch73 is the race channel for communications between yachts in the PHS fleet. Ch16 is the distress and contact channel to be used when making an emergency call.

### 5.1 Requesting a response from another nearby yacht

A yacht requiring assistance from another yacht in PHS fleet should call VHF73, or hail at the earliest opportunity.

Yachts in the vicinity should immediately man their VHF radio and stand by to assist. The nearest yacht in a position to assist should immediately report its intentions. In the case of a person in the water, this will entail dropping headsails and starting their engine, ready to approach upwind to recover the victim.

It is expected that any considerations of the yacht's intention to race should be discontinued until the incident is resolved.

Skippers should especially note RRS rule 42.3g ***“Any means of propulsion may be used to help a person or another vessel in danger”***.

Under rule 61.4b(4) ***A boat is entitled to redress if her score or place in a race or series has been made, or may be made, significantly worse through no fault of her own by giving help (except to herself or her crew) in compliance with rule 1.1.***

### 5.2 Requesting an Emergency Response

A yacht requiring an **EMERGENCY RESPONSE** beyond that available through section 5.1 above, or another yacht on their behalf, should use the emergency call procedures (**MAYDAY or PAN PAN**), which are summarised below.

<b>MAYDAY</b>	– if a vessel or person is in grave and imminent danger and requires immediate assistance.
<b>PAN PAN</b>	– Used when a MAYDAY distress signal is not fully justified – vessel requires assistance but is not in grave or imminent danger or if an urgent safety message concerning safety of a vessel or person is to be sent.

#### Step-by-Step Mayday Protocol

**Prep & Power:** Switch to VHF Channel 16 and ensure the radio is on high power.

**DSC Alert:** Press and hold the red distress button (under a flap) for 3 seconds to send an automatic alert with your ID and position, if time permits.

### Voice Call (The "MAYDAY" Format):

**MAYDAY, MAYDAY, MAYDAY**  
**THIS IS...** [Name of vessel/Call Sign/MMSI number spoken 3 times]  
**MAYDAY...** [Name of vessel/Call Sign spoken once]  
**MY POSITION IS...** [Latitude/Longitude or bearing/distance from a known landmark]  
**NATURE OF DISTRESS...** [e.g., "Sinking, " "Fire, " "Man overboard"]  
**ASSISTANCE REQUIRED...** [e.g., "Immediate assistance required"]  
**PERSONS ON BOARD...** [Number of people]  
**OTHER INFORMATION...** [e.g., "Abandoning to liferaft"]  
**OVER...** (Ends transmission, expects reply)

Once this Plan is activated by requesting an emergency response, incident management and control pass through Marine Rescue NSW to NSW Police Force Marine Area Command, which is responsible for coordinating marine search and rescue, with Marine Rescue NSW usually being responsible for ongoing communications. All yachts in the vicinity should stand by to assist.

### INCIDENT STAGES AND FLEET EMERGENCY PLAN

As coordinated by Marine Rescue NSW

STAGE	FLEET EMERGENCY PLAN RESPONSE
<b>Alert</b>	An incident has occurred, and Marine Rescue has been notified. All yachts shall maintain a close listening watch on the frequency nominated by the Marine Rescue Radio Station.
<b>Standby</b>	An incident or emergency has occurred, and yachts may be required to render assistance. All yachts shall maintain a close listening watch for instructions on the frequency nominated by the Marine Rescue Radio Station.
<b>Response</b>	An incident or emergency is being responded to by emergency services or another assigned yacht. All yachts shall maintain a close listening watch for instructions on the frequency nominated by the Marine Rescue Radio Station, look out for responding yachts and obey directions from the Rescue Authority.
<b>Recovery</b>	A yacht or its crew member(s) are being recovered by emergency services or other assigned yachts. All yachts shall maintain a close listening watch for instructions on the frequency nominated by the Marine Rescue Radio Station, look out for responding yachts and obey directions from the Rescue Authority.

**If the incident does not merit a MAYDAY or PAN PAN call, but assistance is required, call:**

Marine Rescue via VHF 16 or any Marine Rescue station (as listed in section 6 below) or telephone 000 for emergency services.

### 5.3 Yacht's on board incident response

1. Once this Plan is activated, incident management and control passes through Marine Rescue NSW to NSW Police Force Marine Area Command, which is responsible for coordinating marine search and rescue, with Marine Rescue NSW usually being responsible for ongoing communications. All yachts should stand by to assist.
2. Assign a competent person to carry out emergency communications.
3. Establish if anyone is injured on your boat or another vessel?
4. If someone is injured, either remove the source of danger or move the injured person to a safer environment, to prevent further injury.
5. Apply first aid.
6. A person in the water or overboard from any vessel shall be considered to be an emergency requiring assistance from all yachts in the vicinity. That emergency will continue until the person is recovered.
7. Consider starting the engine, furling sails and proceeding to the nearest public wharf, notifying emergency services and, if possible, PHS of your intentions.
8. Following the conclusion of an incident, ensure reporting requirements are met as set out in section 8.

## 6. EMERGENCY COMMUNICATIONS and RECOVERY POINT

### Radio Channels

VHF Channel 16	Distress and calling channel
VHF Channel 67	Distress, Urgency and Safety calling and weather.
VHF Channel 73	For PHS inter-fleet communications
VHF Working Ch	As determined and advised by Marine Rescue.

<b>Ambulance, Fire, Police &amp; Westpac Life Saver Rescue Helicopter.</b>	<b>000</b>
<i>Typical questions may include:</i>	or call RMYC at 9523 9300 to co-ordinate the rescue.
<i>What was the location of the emergency?</i>	
<i>What was the contact phone number?</i>	
<i>Is the patient Male or Female?</i>	
<i>The approximate age of the patient?</i>	
<i>Is the patient conscious?</i>	
<i>Is the patient breathing?</i>	
<i>Please explain exactly what happened?</i>	

### Other Emergency

Water Police - Sydney	9320 7499
Water Police - Botany Bay	9529 8140
Water Police - Broken Bay	9910 7899

### Marine Rescue Stations

Sydney	9450 2468
Solander (for Port Hacking/Botany Bay)	8071 4888
Broken Bay	9973 9200
Cottage Point	9456 3055
Middle Harbour	9969 3270
South Head	8071 4888
Port Kembla	4260 6300
Hawkesbury	9985 2100

### General

Royal Motor Yacht Club - Port Hacking	9523 9300
General Manager RMYC PH	9523 9300
Cronulla Sailing Club	9523 6114
Weather	131236

### Port Hacking Emergency Evacuation Recovery Point

The marina at the Royal Motor Yacht Club Port Hacking may be used as an emergency evacuation point for Port Hacking. The western end of the southern finger is designated as an emergency berth area.

## **7. FIRST AID.**

First aid should be administered as necessary following guidance provided in the relevant first aid manual carried on board as required by AS Special Regulations Part 1 4.07.2, which may be summarised below.

Assess conditions of injured person/s “**D R S A B C D**”

**D** = DANGER – remove any danger

**R** = RESPONSE – check patient for any response

**S** = SEND – if no response, send for emergency help

**A** = AIR – check airway

**B** = BREATHING – check breathing

**C** = COMPRESSION – begin resuscitation

**D** = DEFRIBULATOR – if available

Maintain resuscitation if no sign of response until advised to stop by medical staff – regularly rotate resuscitators to avoid fatigue.

Attend to other first-aid procedures (bleeding/broken bones) in accordance with your first-aid training.

Handle patient/s carefully and gently – plan any move well ahead.

Keep patient warm and place in recovery position when vital signs are restored.

If the injured party is on another vessel, offer them assistance as needed and remain in proximity with engine operating and communications at hand.

## **8. REPORTING REQUIREMENTS**

### **8.1 NSW Roads and Maritime Requirement**

There is a NSW Roads and Maritime Services requirement for persons in charge of vessel to report an incident within 24 hours of the occurrence where the incident:-

- has resulted in the death of, or injury to, a person;
- or damage in excess of \$5,000 to a vessel, or any other property,
- damage or risk to the environment has occurred.

a written report must be forwarded to Maritime setting out the particulars, unless these have already been given to a Maritime officer.

The PHS website has a link to the NSW Roads and Maritime Services Incident reporting requirements.

## 8.2 PHS reporting Requirement

Australian Sailing provides the following background to Duty of Care requirements for clubs:

*“Clubs ... and race officials owe a duty of care to participants in sailing races and activities where there is a reasonably foreseeable risk of harm or injury to participants as a result of their actions. In exercising this duty of care, the law requires officials to take reasonable steps to reduce the likelihood of injury to participants as a result of those risks which are foreseeable ... This is the rationale which underpins any risk management program. In this case, the process of identifying risks involved in conducting sailing competitions and activities, and then adopting strategies and actions designed to reduce these risks wherever possible.”*

In order for the PHS to fulfil its risk management responsibilities it is essential that it is made aware of relevant incidents that may change its risk profile. Skippers are required to provide a written report, either hardcopy or electronic, to the Sailing Captain within 7 days of any incident occurring during a PHS event that:

- is reportable to NSW Roads and Maritime
- involves MOB, other than MOB recovery practice
- requires external assistance to resolve
- as a result of a collision between 2 or more vessels, whether racing or not, one or more vessels suffer damage other than superficial damage (not required if the incident is subject to protest)
- results in activation of this Yacht Incident Management Plan
- results in the activation of an individual yacht's incident management plan
- is requested by the Sailing Captain.

All known information regarding any incident will be considered through a review of the PHS Risk Assessment and Risk Register.

In the case of major incidents, PHS may provide a report to Australian Sailing in line with their reporting protocol.

## 9. SKIPPER'S CHECK LISTS

The Risk Sub-Committee has provided the following information for inclusion in the PHS Handbook.

Skippers are responsible for the safety of their vessel and the people on board. They are also responsible for providing assistance to other vessels in difficulty. However, when responding in any such emergency, the skipper must ensure that they do not place themselves, their crew or their own vessel in danger.

Note: Items in ***bold italics*** have been identified as controls for risks listed in the PHS Sailing Division Risk Register and are mandatory for each yacht.

### Entering and preparing to sail in a race series

Ensure your Special Regulations audit form is current, appropriate for the category of the event and was submitted with your entry. Check whether the category of race requires having a crew member on board with a Marine Radio Operators Proficiency (Note requirements of AS Special Regulations. Cat's 1 - 5).

Review and update, as necessary, your yacht's Incident Management Plan and brief your crew on emergency response in the case of an incident

Provide training in the location of safety equipment and how it is to be used.

### Regularly during the race season

Ensure that your yacht is adequately prepared and maintained for the event in accordance with the Owner's declaration on the SR audit form.

Ensure that your yacht's Incident Management Plan is up to date and brief your crew on emergency response in the case of an incident, including the location of safety equipment and roles and procedures to be followed.

***Ensure your crew is familiar with your yachts' Man-Over-Board (MOB) recovery procedures.*** It is recommended that crews practice safety routines at reasonable intervals.

***Ensure the crew is drilled in the use of the heavy weather equipment.***

### Before each race

***Ensure that all required Safety Equipment is on board and in good working order*** as declared on your SR Audit form.

Have an appropriately experienced crew on board to cope with the conditions likely to be experienced

For category 3 and 4 races, ensure you complete the Next of Kin form and submit it in accordance with the race instructions.

Undertake preparation as per any checklist and ***refer to the latest weather forecasts, paying particular attention to forecast hazardous weather.***

**Ensure there is sufficient fuel on board to return to port in adverse conditions from any point on the course (RRS 3.24.5)**

**For categories 4 and 5, races, log on to the Starter using VHF Channel 73 and confirm final crew numbers and any changes to the NOK form.** This will also verify that the VHF radio is working and available for emergency communications if required.

Check the position of preferred evacuation locations for injured persons.

**Check event entry rules to establish whether there are any specific safety requirements.** For example, for Long Haul Offshore races, rig jackstays and for two-handed races wear like jackets and have signal flares at hand.

## During each race

**The skipper should monitor the crew for continued well-being while on board. Ensure safety equipment (PFD, harnesses, heavy weather sails etc) are deployed as appropriate to the conditions – current or anticipated.** Wearing of PFD is recommended at all times during two-handed events, and the RRS make it mandatory on deck at night.

Monitor VHF Ch 16 and be prepared to assist other vessels in need of assistance.

**For longer races, monitor appropriate radio channels for weather updates and maintain Logging On and Logging Off procedures with Marine Rescue as advised in Sailing Instructions.**

Recognise that, when participating in an event requiring a VHF radio, the radio is the primary means of communication. Should the primary means of communication fail, immediately establish a secondary means of communication. Alternative means of communicating include mobile phones or VHF relay via another vessel. **Emergency communication when in line of sight of other vessels, aircraft or the shore may include flares, V-sheet or other visual means. White flares may be used to attract attention.**

**Should an incident occur and you need outside assistance, be prepared to notify the other competitors and Marine Rescue as appropriate as soon as an incident occurs.** Follow the reporting requirements of Section 8 of the Sailing Division handbook.

## After each race

Ensure that the Race Officer knows that you are no longer on the race course. If Starter is on station at the finishing line, you will be logged off. If you have decided to retire, notify the Starter or send an SMS to the race contact number.

If the Starter is not on station at the finish line, log off by SMS. Send the finishing time by SMS to the race contact number, or in the case of a DNF, SMS the reason and location of the yacht. For yachts finishing and using an electronic tracker such as **estela**, an SMS is not required.