



Royal Motor Yacht Club Port Hacking

Sailing Division

Yacht Incident Management Plan

Version No	Prepared By	Revision Date	Approved By	Approval Date	Reason
1.0	Michael Wolf Pete Risby John Bedford	16 th Jan. 2015	Ross Hetherington		Initial Document
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ROYAL MOTOR YACHT CLUB PORT HACKING SAILING DIVISION

YACHT INCIDENT MANAGEMENT PLAN

1. PREAMBLE

The Royal Motor Yacht Club Port Hacking Sailing Division (RMYCPHSD) has established a risk management process in accordance with the guidance provided by Yachting Australia¹. This risk management process has produced a suite of three documents designed to identify and manage on-water risk associated with yachting events conducted by RMYCPHSD. These documents are the “Operational Management Plan”, the “Yacht Incident Management Plan” and the “Risk Assessment and Risk Register”. These three documents together form the RMYCPHSD risk management process, and as such they should be read together, not in isolation.

2. EXECUTIVE SUMMARY

The Sailing Division Executive Committee recommends the owner/skipper of each yacht participating in RMYCPH Sailing Division yacht races prepares an incident management plan which is specific to their vessel as each yacht differs in its operation. The information below is only a guide to assist in the preparation of the individual incident management plans. The plan should be documented and displayed in a prominent position within the yacht. The guidelines below are general in nature and are not intended to be specific to particular situations. The skipper of each yacht must determine the best course of action in a given situation and act accordingly.

3. OWNER'S RESPONSIBILITY *(Quoted from YA Racing Rules of Sailing, Special Regulations Part 1 for Racing Boats– Section 1.02.1)*

"The safety of a boat and her 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. He must be satisfied as to the soundness of hull, spars, rigging, sails and all gear. He 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. Attention is drawn to YA Racing Rules of Sailing, Special Regulations Part 1 for Racing Boats, Rule 2.04 that specifies the crew experience required for some races. He shall also nominate a person to take over the responsibilities of the person in charge in the event of his incapacitation."

The Royal Motor Yacht Club Port Hacking or the Sailing Division in no way accepts responsibility for the safety of any person, their vessel or their property who participate in sailing events organized by the club or its Sailing Division.

¹ In May 2016 Yachting Australia changed its name to Australian Sailing.

4. FUNDAMENTAL RULE. *(Ref:- YA Racing Rules of Sailing – Part 1 Fundamental Rules)*

All yachts shall abide by the Fundamental Rules of Racing Rules of Sailing. In particular “Rule 1.1 *A boat or competitor shall give all possible help to any person or vessel in Danger*”.

5. DECISION TO RACE *(Ref:- YA Racing Rules of Sailing – Rule 4)*

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 RMYCPH Sailing Division yachting events you must meet all current regulatory requirements of the NSW Roads and Maritime, Yachting Australia’s Racing Rules of Sailing, including the relevant YA Racing Rules of Sailing, Special Regulations Part 1, Sailing Instructions as documented in the Sailing Division Handbook, any Notice of Race issued by the Sailing Division and any amendments made to the above.

Importantly, all boat owners and skippers must undertake their responsibilities, as outlined in Yachting Australia’s Racing Rules of Sailing, Special Regulations.

- Ensure your vessel is maintained in accordance with your Safety Equipment Audit form and that all gear and equipment is 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.
- Crew should know CPR procedures and be able to implement them.
- Practice Man Overboard (MOB) procedures including location of last sighting.
- To join a race where a VHF radio communications is required, crew should be competent with Marine Radio Operations and hold a relevant qualification. (Note requirements of YA Special Regulations. Cat’s 1 - 5).
- Comply with rules associated with your event and any special requirements.

It is recommended that each Skipper prepares a detailed checklist

6. ACTIVATION OF THIS PLAN

A yacht requiring an **EMERGENCY RESPONSE** should use the Marine Radio Operators Handbook emergency call procedures (**MAYDAY or PAN PAN**), which are summarized below.

MAYDAY – only if a vessel or person is in grave and imminent danger and requires immediate assistance.

PAN PAN – 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.

If the incident does not merit a MAYDAY or PAN PAN call but assistance is required call Marine Rescue via VHF Channel 16 or telephone 9450 2468 (Sydney), 9668 9888 (Solander for Port Hacking/Botany Bay), 9999 3554 (Broken Bay). Alternatively call 000 for emergency services.

INCIDENT STAGES AND FLEET EMERGENCY PLAN

STAGE	FLEET EMERGENCY PLAN RESPONSE
Alert	An incident has occurred and marine rescue have been notified. All yachts shall maintain a close listening watch on the frequency nominated by the Marine Rescue Radio Station.
Standby	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.
Response	An incident or emergency is being responded to by emergency services or other assigned yacht. All yachts shall maintain a close listening watch for instructions on the frequency nominated by the Marine Rescue Radio Station, lookout for responding yachts and obey directions from the Rescue Authority.
Recovery	A yacht or her 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, lookout for responding yachts and obey directions from the Rescue Authority.

ON-WATER 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. Establish if anyone is injured on your boat or another vessel?
3. If someone is injured either remove the source of danger or move the injured person to a safer environment, to prevent further injury.
4. Apply first aid.
5. 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.
6. Assign a competent person to carry out emergency communications.
7. Initiate emergency communications
8. Consider starting engine, furling sails and proceeding to the nearest public wharf, notifying emergency services and, if possible, RMYCPH Sailing Division of your intentions.
9. Due to the nature and location of events covered by this Operational Incident Management Plan conducted by RMYCPH Sailing Division it is considered highly likely that the first responders to any on water incident or emergency will be other vessels participating in the same event. Taking this into consideration, the following resources may assist in dealing with an on water incident:
 - All yachts participating in the Short and Long Haul, Short Ocean and Two Handed events shall carry serviceable VHF radios and registered EPIRBs.
 - Yachts also carry personal buoyancy, flares, V-sheets and MOB recovery equipment as specified by the relevant safety category and their condition is checked annually.
 - Competing boats in close proximity may be available to assist.
10. Following conclusion of an incident, ensure reporting requirements are met.

7. 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 RMYCPH inter-fleet communications
VHF Working Channel.	As determined and advised by Marine Rescue.

<p>Ambulance, Fire, Police & Westpac Life Saver Rescue Helicopter.</p> <p><i>Typical questions may include:</i> What was the address of the emergency? What was the contact phone number? Is the patient Male or female? The approximate age of the patient? Is the patient conscious? Is the patient breathing? Please explain exactly what happened?</p>	<p>000</p> <p>or call RMYC at 9523 9300 to co-ordinate the rescue.</p>
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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)	9668 9888
Broken Bay	9999 3554
Cottage Point	9456 3055
Middle Harbour	9969 3270
South Head	9337 5033
Port Kembla	4274 4455
Hawkesbury	9985 9012

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 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 a possible emergency berth area.

8. **FIRST AID.**

First Aid should be administered as necessary following guidance provided in the relevant first aid manual carried on board as required by YA Special Regulations Part 1 4.07.2, which may be summarized 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** = DEFIBULATOR – 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.

9. **REPORTING REQUIREMENTS**

9.1 **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 RMYC PH Sailing Division website has a link to the NSW Roads and Maritime Services Incident reporting requirements.

9.2 ***RMYCPHSD Requirement***

Yachting Australia 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 RMYCPHSD 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 RMYCPHSD 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 RMYCPHSD Risk Assessment and Risk Register.

10. SKIPPER'S CHECK LIST

The Risk Sub-Committee has provided the following information for inclusion in the SD 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 RMYCPH 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 has been 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 YA 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 yacht's Man-Over-Board (MOB) recovery procedures. It is recommended that crews should 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 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 check list 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 category 3 and 4 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.

Refer to the Duty Skipper Roster on the Sailing Division web site and note who is the Duty Skipper and Duty Boat for the race

Check position of preferred evacuation locations for injured persons.

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

During each race

The skipper should monitor crew for continued well-being while on board. Ensure safety equipment (PFD, harnesses, heavy weather sails etc) is 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 race notes.

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

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 Race Logger, if Race Logger shows “sent”, an SMS is not required.