



RMYS On-Water Safety Plan

Purpose of this Plan

This document has been prepared to provide a rescue plan and emergency response during all sailing events where RMYS has race management boats on the water, for expected prevailing conditions involving normal racing rescue procedures, and for emergency situations in extreme conditions where outside help is required. This plan applies to both keelboat and Off the Beach (OTB) classes and training, including cruising events.

Emergency Contacts

Channel 16 is the VHF call channel and emergency channel. RMYS normally operates on Channel 72 and the Race Officer (RO) will be contactable on this channel. Radio traffic relating to an emergency has priority over all routine communications.

In life threatening situations, it is appropriate to call 000 (or 112 from mobile phones) and request to speak to the Water Police.

Emergency 000 or 112 (mobile phones)

Rescue Coordinator Phone Numbers:

RMYS Office		9534 0227
RMYS Sailing Coordinator:	Colin Burgess	0418 240 313
RMYS General Manager:	Matt Solly	0419 531 745
RMYS Operations Manager:	Damien Ryan	0412 137 183
Water Police Search & Rescue		1800 135 729
Coast Guard (Emergency)		9598 7003
Southern Peninsula Rescue Squad		0417 038 944
Alfred Hospital		9076 2000
St Kilda Medical Group, Grey Street		9525 5200
First Aid Officers:	Leigh Brennan-Smith	0412 196 301
	Colin Burgess (Tue - Sat)	0418 240 313
	Matt Solly (Mon to Fri)	0419 531 745

VHF Radio Channels to contact other Yacht Clubs in the vicinity of RMYS:

Royal Yacht Club of Victoria	Channel 69
Port Melbourne YC, Hobsons Bay YC, Williamstown SC	Channel 73
Royal Brighton YC, Sandringham YC	Channel 77

What is an Incident?

An incident is any circumstance which requires actions beyond those normally required to run and administer a racing, cruising or on-water event.

Incidents may range in severity from very minor through to serious and even catastrophic. Minor incidents may be managed directly by the RO whereas responsibility for managing more complicated incidents may be delegated by the RO to other responsible people to manage on their behalf. Serious or catastrophic incidents require the involvement of senior flag officers and most likely Water Police.

If WatPol become involved in an incident then they automatically assume the role of primary IMC and the RMYS Incident Management Team (IMT) continues to operate in a support role. The RMYS IMC should establish a single point of contact with WatPol and ensure that WatPol are aware of the support we can provide including emergency contact/next-of-kin information for competitors.

The IMC should keep the RO, etc informed of progress as the incident evolves.

The Chain of Command

If the Race Officer (RO) declares an incident at any time then he/she automatically assumes the role of Incident Management Controller (IMC). At any time the IMC role or any specific part thereof may be delegated by the RO to another responsible person possessing the appropriate skills.

If the Water Police (WatPol) become involved for any reason then they become the primary IMC in control of the incident and RMYS simply provides support to WatPol etc as may be required. In such a situation there should be a single point of contact offered to WatPol and all external communication should be limited to the media team and/or authorized flag officers.

RMYS Commodore and General Manager should be informed ASAP of any significant incident. They will be responsible for promptly informing all Flag Officers.

The RMYS Office Staff Member on Duty will be available throughout the event to provide the following:

- coordination of emergency services including ambulance and fire
- access for emergency services to the pier by lowering the bollard
- support via the golf buggy
- provision of personal emergency/NoK information to authorities where required

The Commodore (or ranking Flag Officer in the Commodore's absence) will be the sole point of media contact for any significant, serious or catastrophic incident unless and until this role is delegated by them. All communications and actions relating to an incident must be logged. It is recommended that a scribe be appointed.

Quick Guide to General Procedures in an Emergency

Injured or Ill Person

- Do not place yourself in any danger when rescuing, but do remove the injured/ill person and others from danger where possible.
- Assess the situation:
 - Is there more than one injured or ill person?
 - Does the person need urgent medical assistance, or can they simply be escorted ashore?
- If there is more than one injured/ill person, or a person needs urgent medical help, or you are unsure whether or not they need it, call 000 or 112 for an ambulance.
- Is the person conscious and breathing?
 - If so, talk to them, reassure them and keep them warm, dry and safe.
 - If not, call 000. Perform First Aid (Airway, Breathing, CPR, and Defibrillation if available), if you are trained and comfortable to do so.
 - 000 operators are trained to assist you with First Aid, so follow their instructions.
- If the person is not treated by an ambulance on site, recommend that they seek medical attention as soon as possible, in case they have suffered a concussion or other non-obvious complications from their injury/illness.
- Keep the RO and Rescue Coordinator informed as much as possible.

Damaged Boat (sinking or in danger of sinking)

- Do not place yourself in any danger when rescuing.
- Check for injured or ill sailors. If there is an injury or illness, help that person first and follow the steps above under 'Injured or Ill Person'.
- Call 000 or 112 for an ambulance – all sailors should be assessed for hypothermia.
- Ensure all sailors are wearing PFDs – use spares on board race management boats if necessary.
- Rescue sailors who are in the water first, before helping those still aboard the boat.
- Ask the sailors to lower/furl all sails if there is time and it is safe to do so.
- Put out fenders on the rescue vessel if possible before rescuing sailors.
- Carefully transfer sailors from the sinking boat to the rescue vessel, if the boat is in danger of not remaining afloat. Ensure no one is in danger of being trapped between the two vessels.
- Keep rescued sailors as warm and dry as possible – huddle together and use space blankets. Check for signs of hypothermia.
- Collect GPS coordinates for location of sunken boat if possible.
- Keep the RO and Rescue Coordinator informed as much as possible.
- The RO or Rescue Coordinator will notify the Water Police of the location of the sunken vessel.

Emergency Procedures

The procedures in the checklists below should be followed in the event of serious damage to a competing boat likely to result in sinking or other danger to the crew; serious illness or injury that requires immediate medical assistance; or any other event that in the opinion of the RO unacceptably threatens the safety of any competitor.

Each race committee boat, before leaving shore, should nominate a Master of the vessel. This person does not need to be actively operating the vessel, but must hold a current powerboat licence and have sufficient experience to take charge of the vessel as required. This may be the RO; however, some ROs may prefer to allocate this responsibility to the driver if they are sufficiently experienced, in order to keep the RO free to run the racing. In an emergency situation, the Master of each vessel will be the person responsible for directing rescue operations on behalf of that vessel.

Search and rescue activity will generally be planned and implemented by the Rescue Coordinator on shore. The Rescue Coordinator will be located at the RMYS clubhouse. Emergency services should be directed to the St Kilda Pier lower landing unless otherwise advised. The public marina berths are a good alternative if the lower landing is not suitable due to the prevailing weather conditions.

Distress and Urgency Event Coordination

Definition of Distress Signal ('Mayday') – The vessel or person using it is threatened by grave and imminent danger and requests immediate assistance.

Definition of Urgency Signal ('Pan Pan') – The vessel or person using it has a very urgent message to transmit concerning the safety of a vessel, aircraft, or person.

A distress or urgency signal may be sent by Digital Selective Calling (DSC) on radios and/or radiotelephony message, or by distress flares and hand signals. The following procedures apply in distress or urgency situations:

RMYS Race Competitors

When a competitor in a RMYS race signals that they are in distress or have an urgency situation, the nearest RMYS Race Committee or Rescue Boat capable of providing assistance is to suspend their other duties and offer assistance to the vessel with the distress or urgency situation. This action should be conducted in conjunction with the Rescue Coordinator and/or RO, who may be required to coordinate other aspects of the assistance or rescue. Racing may be required to be shortened or abandoned due to the higher priority of emergency management. Once racing is abandoned, responsibility for overall management of the emergency situation passes to the Rescue Coordinator on shore.

If no RMYS boat is capable of providing assistance, the situation should be reported to the Water Police.

Other Vessels

When a RMYS Race Committee or Rescue Boat receives a Mayday or Pan Pan call from a vessel not involved in any RMYS activity, the RMYS boat should wait briefly for a coast station to respond, but record the details of the message in the Radio Log (see sheet at Appendix 4). Channels 16 and 70 (DSC) are monitored by the Water Police, Coast Radio Melbourne and Coast Guard Melbourne. If there is no response to the Mayday, and it is beyond any reasonable doubt that the distress vessel is in their vicinity, the message should be acknowledged immediately in accordance with the AMC Marine Radio Operators Handbook. Under the Safety of Life at Sea (SOLAS) conventions all vessels are obliged to assist others in distress unless unable (incapable), unnecessary (as directed by the rescue authority) or unreasonable (it may put the potential rescuing boat in danger). If a Race Committee or Rescue Boat is undertaking a rescue, the RO should be informed and the race may have to be postponed or abandoned.

Note: The Water Police has the primary role of coordinating all marine incidents involving recreational vessel, yachts, fishing vessels and commercial vessels in port. These incidents often involve overdue vessels, flare sightings, broken down boats, missing divers, injured crew members and distress calls.

Appendix 1 – Checklists

Race Officer Checklist

When a report of a possible emergency is received or an incident is sighted on the course:

Done	Task
	Coordinate attendance of Rescue Boat/s
	Assign a scribe to take notes of the incident (using the RMYS Emergency Record sheet at Appendix 3) or set voice recorder to record
	Request status report from Rescue Boat/s when appropriate
	<p>Contact emergency services if required (see phone numbers on page 1)</p> <p>The emergency services should be directed to St Kilda Pier (emergency marker COP 530) or the West Beach dinghy ramp (emergency marker COP 525)</p> <p>If the racing is closer to:</p> <p>Royal Brighton YC: use emergency marker BAY 813 or '253 The Esplanade, Middle Brighton'</p> <p>Sandringham YC: use emergency marker BAY 812 or 'Jetty Road, Sandringham'</p> <p>Royal Yacht Club of Victoria: use '120 Nelson Place, Williamstown'</p>
	Contact Rescue Coordinator on shore and give details of emergency
	Consider shortening or abandoning racing for other competitors
	Maintain contact with Rescue Boat/s attending emergency
	Prepare Race Committee Boat to assist with rescue if required

Rescue Coordinator (RMYS Office Staff Member on Duty) Checklist

The Rescue Coordinator will be monitoring radio channels 16 and 72 during an emergency.

When a report of an emergency is received:

Done	Task
	<p>Contact emergency services if required, and not already contacted by RO (see phone numbers on page 1)</p> <p>The emergency services should be directed to St Kilda Pier (emergency marker COP 530) or the West Beach dinghy ramp (emergency marker COP 525).</p> <p>If the racing is closer to:</p> <p>Royal Brighton YC: use emergency marker BAY 813 or '253 The Esplanade, Middle Brighton'</p> <p>Sandringham YC: use emergency marker BAY 812 or 'Jetty Road, Sandringham'</p> <p>Royal Yacht Club of Victoria: use '120 Nelson Place, Williamstown'</p>
	Send a competent person to the breakwater to maintain a watch on the fleet (if required)
	Send competent people to the lower landing or marina to meet a stricken vessel (if required)
	Meet emergency vehicle/s or arrange for a competent person to meet them – to release the pier bollards you need to contact the RMYS office or one of the emergency contacts to let the emergency vehicle through to the lower landing or marina.
	Answer office phone when required or arrange for a competent person to answer
	If time permits, contact the General Manager and Commodore to give them a brief situation report (see also the Communications and Media Management Plan)
	Prepare to field questions from concerned members of club or members of public
	Refer all media to General Manager or Commodore
	Take notes of the emergency on Emergency Record sheet at Appendix 3 (and compare with the race committee's record of events)
	File an Incident Report General Manager

Rescue Boat Crew Checklist**When a report of a possible emergency is received or an incident is sighted:**

Done	Task
	Contact RO to inform them of the incident, if they are not already aware
	Assign a scribe to take notes of the incident if possible (using the RMYS Emergency Record sheet at Appendix 3) or set voice recorder to record
	Attend the boat or person and render assistance where possible – this may mean boarding the boat if practical and safe to do so, or picking up competitors from the water or a stricken boat
	Contact RO to provide a status report as soon as practicable
	Keep all competitors as calm, warm and dry as possible (use allocated space blankets and huddle together) – keep everyone low in the boat and make sure it remains evenly balanced for stability. Watch for signs of hypothermia
	Only administer First Aid or CPR (if required) if you are trained to do so
	Return competitors to shore or tow the boat if required and it is safe to do so
	Meet emergency services at the St Kilda Pier lower landing (or public marina berths if the lower landing is not suitable due to weather conditions), if they are attending If the emergency services have been called to another yacht club or suitable landing point, meet them there
	When competitors are safely ashore and have been handed to emergency services or the Rescue Coordinator, return to the course to provide any further assistance
	Maintain contact with RO at all times

Appendix 2 – Guide to Weather Conditions

Below is a guide to the conditions generally experienced on Port Phillip and the likely actions required in those conditions. Always follow the RO's instructions.

Level 1

Normal conditions (i.e. 0 to 15 knots of breeze), with a normal sea state. Individual capsizes may occur for OTB classes, and damage, breakage or illness/injury may occur on any boat, involving a need for assistance. This will be carried out by an individual Rescue Boat and reported to the RO as either: Standing By; Assisting the Boat; or Additional Assistance Required - Specify (e.g. Medical, tow, etc.). If a crew member of the Rescue Boat is required to board a competitor's boat to assist or to enter the water, this must be reported to the RO.

Wherever possible, any towing duties should be not assigned to a designated Mark Boat.

The instructions for reporting to the RO and for towing also apply to Levels 2, 3 and 4.

Level 2

Strong conditions (i.e. 15 to 25 knots of breeze), with large swell. Several capsizes would be expected in OTB classes, and some damage or breakages may occur on all boats, along with possible illness/injury.

All Race Committee and Rescue Boats may be called upon to assist with rescues of OTB boats, co-ordinated by the RO. Most keelboat classes will be able to cope with this wind strength; however there may be collisions or breakages that lead to a requirement for assistance from Rescue Boats.

Regular situation reports from boats engaged in rescues are to be radioed to the RO.

Level 3

Wind strength consistently over 25 knots, gusting higher. The sea state may be very challenging. Multiple capsizes are expected in OTB classes and more frequent damage or breakages may occur on all boats, along with possible illness/injury.

Racing may be abandoned. If so, all competing boats are to return to shore as soon as possible. Competitors who are on-shore are not to leave the marina or beach.

All Race Committee and Rescue Boats are required to be available to assist with rescue of any type of boat, at the direction of the RO. The RO is to liaise with the Beach Controller (if one has been allocated) for OTB events.

Level 4

Severe, gale strength conditions with severe swells. Racing will be abandoned. All Race Committee and Rescue Boats will be involved in rescue, at the direction of the RO. The overall rescue plan will be managed by the RO, in conjunction with the Beach Controller for OTB events.

This wind strength may involve abandoning competing OTB boats on the course area and collecting crews in Race Committee Boats. Any other boats in the area may be asked to take crews on board from Rescue Boats. Abandoned boats must have 'Crew Safe' tape attached to the rigging or hull signifying that crews are safe.

Most keelboat classes will be able to drop or furl their sails and motor ashore. The fleet should be followed back to the marina to ensure the safety of all competitors.

The Course RO shall maintain contact with other Race Committees who are operating fleets in the vicinity to determine the best use of available resources. Rescue Boats may be called upon to assist other fleets on Port Phillip. This will be coordinated by the RO.

Other Challenging Conditions

Whiteout/Severe Fog – return to shore as quickly as possible if racing is abandoned. Keelboats should turn on all available lights to ensure they can be seen more easily.

Electrical Storm – return to shore as quickly as possible. Avoid touching metal parts and shelter down below where possible. It is recommended to avoid the mast-to-keel area down below, as this is the most likely area for lightning to strike and make its way through the boat.

Appendix 5 – Incident Report Form

RMYS INCIDENT REPORT

Part 1 – Incident (Mandatory)

INCIDENT TYPE: Safety [] Injury [] Near Miss [] Harassment [] Security []
Environmental [] Other []

Date / Time: _____

Location: Club [] Yard [] Marina [] Beach [] Other []

Type of Loss / Damage: Personal Injury [] Personal Property []
RMYS Property [] Other []

Estimated value of loss (if applicable): \$ _____

Part 2 – Narrative - what occurred – Short Description (Mandatory)

Part 3 - Incident - Person Details & Detailed Description (Mandatory)

Person No. 1

Type: Injured Person [] Complainant [] Witness [] Other []

Surname: _____ First Name: _____ Title: _____

Street: _____ Suburb: _____ Postcode: _____

Phone: (H) _____ (W) _____ (M) _____

Employee [] Contractor [] Member [] Visitor [] Public []

Statement: (Add additional sheets as required)

Signed: (Person No 1) _____ Date: _____

Person No. 2

Type: Injured Person [] Complainant [] Witness [] Other []

Surname: _____ First Name: _____ Title: _____

Street: _____ Suburb: _____ Postcode: _____

Phone: (H) _____ (W) _____ (M) _____

Employee [] Contractor [] Member [] Visitor [] Public []

Statement: (Add additional sheets as required)

Signed: (Person No 2) _____ Date: _____

Part 4 – Injury / Accident Information (Complete only if required)

Nature of Injury: _____

What tasks were occurring when the injury happened: _____

Was the incident reported to a supervisor / duty officer of the day: _____

Name of supervisor / duty officer: _____

Part 5 – Emergency Response (Complete only if required)

Signs and symptoms of the injury: _____

Treatment Required: Nil [] First Aid [] Referred to Doctor / Hospital []

Taken by Ambulance [] Refused treatment []

Description of First Aid administered: _____

Person who administered First Aid: _____ Date / Time: _____

Part 6 – Incident Report Compiled By (Mandatory)

Name: _____ Position in Club: _____

Signed: _____ Date / Time: _____

Action Required Police [] Work Cover [] Insurer [] Other []

Part 7 – Incident Resolution – Action Undertaken & Outcome (Mandatory)

Name: _____ Position in Club: _____

Signed: _____ Date / Time: _____

Describe the action taken (Add additional sheets as required)

Confirm IR CLOSED OFF by (Person): _____ Date: _____

All information contained in this report is subject to privacy legislation and names will not be used when gathering information for statistical purposes. Workplace injuries are documented for Work Cover purposes; failure to complete this form could delay or limit Work Cover claims or other potential compensation payments.

