

SAILING OPERATIONS POLICY



INCLUDING EMERGENCY PROCEDURES

ON WATER EMERGENCY MANAGEMENT PLAN

EMERGENCY CONTACTS

RISK MATRIX

SAILING OPERATIONS POLICY

1. Preface

This Operations Policy applies to the RMYS located at 1 Pier Road, St Kilda, 3182.

This policy is based upon established risk management principles and provides people at RMYS and surrounding waters with specific guidance during times of emergency.

RMYS recognizes that the value of this Sailing Operations Policy is greatly enhanced by ongoing emergency incident training and continuous improvement from feedback and reviews of incidents. This policy is reviewed on a yearly basis, or earlier if warranted, to maintain its suitability and relevance to the organization and to ensure that our staff and volunteers are well-informed and comfortable with their roles during sailing and through to emergency situations.

The objective of this policy is to ensure both the safety of people within and the environment around the RMYS, by providing a framework for emergency responses.

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2. Introduction

RMYS offers organized recreational sailing activities to members of the club and their guests, members of other clubs, other organizations and the public when they enroll in a program.

Recreational sailing includes organized:

- Keelboat racing and Regattas
- Sail Training courses
- Power boat activities and training

Where a member of the club or the public asks us to rescue or recover a boat and it is not part of our organized activities and we are not manned to assist, we refer them to 000 or any of the of the services on the emergency contacts.

3. Duty of Care

RMYS strives to maintain a no blame culture and do everything reasonably practicable to ensure the safety of people.

Duty of care is a legal obligation imposed on an individual requiring that they take reasonable care (to themselves as well as others) while performing any acts that could impose foreseeable harm on others.

4. Objectives

The objectives of RMYS in the conduct of sailing are

- To provide a safely managed on-water environment for competitors having due regards to both known and unforeseen conditions.
- To allocate a suitable fleet of patrol boats for race management and training.
- To encourage, train and retain the services of members and staff to assist with race management, sail training, instructing and coaching.

5. Environmental Issues Affecting Sailing

Environmental factors including wind and sea state may require on water activities to be restricted or abandoned.

These are covered in world Sailing (WS) Race Management manuals and covered in the Australian Sailing (AS) Race Official, Instructor and Coach courses. Race Officials in charge of sailing complete this training and conduct racing in accordance with AS training. This section gives an overview of some of these considerations

Weather Forecasts

- All staff, officials, boats and volunteers shall be aware of the forecast when conducting on-water events. The individual skill level and ability of all sailors involved in the event need to be considered in conjunction with the inescapable responsibilities of competing boats to ensure they can face the expected conditions.

Weather Warnings

- When any weather warning is in effect, the BOM weather warnings page shall be monitored for updates and escalations by the tower and Race Officer

UV Protection

- The RMY makes sunblock available for staff, officials, volunteers and competitors who have not brought their own.
- Sun hats and sunglasses are always encouraged to be worn around the club where possible.

6. Personal Floatation Devices

RMYS will provide enough personal floatation devices in a range of sizes for all staff, volunteers and trainees.

- All personal floatation devices shall comply with current AS and Transport Safety Victoria requirements.
- All personal floatation devices are inspected as required by standards to ensure that they are in good condition.

Type 1 or 2 PFDs shall always be worn on RIBS underway. PFDs shall be worn at times of heightened danger on other Race management Boats.

7. Responsibilities for Conducting Racing

Sign On/Off

- Keelboats shall sign on and off in accordance with the sailing instructions.
- Race Management Vessels shall sign on via VHF with the RMYS Base with their Vessel name and Persons on Board and sign off when they return to the marina.

Rescue and Support Boats

The number of boats required will depend on but not be limited to:

- Competitors Skill Level
- Age and experience of the competitors
- Number of competitors
- Weather conditions
- Types of boats

Weather Information and Wind Speed Limits

Local weather forecasts are to be obtained from the Bureau of Meteorology (BoM) and sources such as predict wind and discussed at the RM briefing

Weather is always to be monitored in the RMYS Tower/Committee Boat whilst competitors are afloat-including observations around Port Phillip Bay, Boat Instruments, BoM Weather Forecast Updates and Warnings and visual observation

The Race Committee may use the YV wind speed guidance as a reference point for comparison to existing conditions when assessing the safety of competitors and trainees.

Race Abandonment

The Race Officer may abandon racing in accordance with the RRS and Race Management practices.

Communication

- Racing at RMYS usually use VHF Channel 72. Other channels will be advised at Race Management and / or competitor briefings.
- The call sign for RMYS Tower is Squadron Tower
- The call sign for RMYS race office is Squadron Base.
- The Tower/Race Management boats will monitor race management channels and Channel 16 for distress and safety during all times competitors are afloat.

8. Committee Boat Operating Policy

The Master of each Race Boat is ultimately responsible for the safety of his/her crew and vessel. Masters of Race Boats must:

- Hold a current Victorian Marine License and
- Be competent to the equivalent of an AS Power Boat Handling Certificate holder.

It is highly recommended that skippers hold an AS Power Boat Handling Certificate and optimally an AS Safety Boat Operators certificate.

Rostered Crew

- Committee Boat crews are to be allocated in accordance with the Roster and additional crew can be sourced from available volunteers.
- The number of all persons POB is recorded by the RO upon leaving the dock.

Prior to leave the Marina or mooring the master shall

- Familiarize themselves and crew with the location of the safety equipment
- Ensure that there are suitable PFDs for those on-board
- Complete the patrol boat checks prior to operating the vessel.
- Ensure engine and safety systems are working properly
 - Outboards securely attached to the boat.
 - Kill switches and extensions fully functional and used at all times on RIBS.
 - Determine if there is a prop guard
 - Steering mechanism is free and easy to use.
 - Throttle and gear changing mechanisms positive and reliable.
 - Radio and equipment check is satisfactory

Upon returning to the Marina at the end of use for that day

- The master is responsible for shutting down and securing their vessel upon returning to shore which includes
 - Ensuring vessel is securely berthed in correct location
 - Turning off batteries, lifting engine up and locking cabin if lockable.
 - Removing rubbish
 - Returning all equipment and keys to their home
 - Reporting any issues or defects.
 - Check sheet

Proper use

- Committee boats must not be used for joyriding or skylarking. Boating regulations, including speed limits, and appropriate levels of seamanship and courtesy must be adhered to;

Maintenance and repairs

Maintenance of Committee Boats is overseen by the Sailing Operations Manager. The Sailing Operations Manager will respond to reports and arrange for rectification of reported issues or defects

9. Responding to an Incident

When an incident occurs at the club, the speed and efficiency with which we react and respond can have significant impact on the outcome.

These are the generic roles and responsibilities in an incident

- First Responder
 - Observe, Assess, Respond and Communicate
- Incident Controller (May be the RO)
 - Called in to control response
 - Can commandeer resources. Call 000
- Race Officer
 - Manages Fleet safety / race?
- Tower/Committee Boat
 - Supports / enables responses and shore requirements
- General Manager/Sailing Manger
 - Responsible for Onshore Emergency Plan Completion

If in doubt call the 000 or CH16

When to call

- Boat needs tow/ rescue
- Injury – Medical risk – Hypothermia – Head injury
- Busted boat?
- Incapable Crew?
- Risk / Unsure:
 - Don't know how bad it is

How you call

- This is Red Ron, This is Red Ron
- We are at the RMYS C mark, RMYS C mark
- We have an Asthma Attack we have an Asthma Attack
- We need assistance, we need assistance [or] We may need assistance, we may need assistance

(remember using VHF means several people will hear your call)

10. On Water Emergency Management Plan (see also appendix 1 -5)

This plan specifies the actions required in the event of a serious incident occurring at the RMYS and details the key people who will take charge, together with their tasks and responsibilities.

RMYS recognizes that a 'Serious Incident Plan' is required to manage unexpected serious incidents at the club or connected with on-water activities.

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.

Serious incidents may include but are not limited to:

- Accidents involving serious injury or death.
- Missing people
- Fire and/or explosion.
- Storm damage.
- Sinking of vessel or vessels.
- Electrical incidences.
- Fuel spillages.

The following people have responsibility for the areas nominated that will be the subject of separate procedures-

- | | |
|-----------------------------|--|
| • Club premises and grounds | General Manager (GM) |
| • On water activities | Race Officer (RO) / Sailing Coordinator (SC) |

Procedure

- The RO will immediately take charge of the incident and remain in radio and/or telephone communications.
- The RO &/or Incident Controller (shell one be assigned) shall direct the mitigation of danger to people, first aid provision and call for assistance.
- Having assessed the incident risks, the RO will ensure assistance is requested from relevant outside parties listed on the emergency contact list:

RESPONSIBILITIES OF THE RACE MANAGEMENT PERSONNEL IN A SERIOUS ON WATER INCIDENT

- The **General Manager** is responsible to the Club Committee for the overall management of the incident and in particular managing the external communications in relation to incidents. This includes relatives of event participants or trainees, media, sponsors, and other external stakeholders. The General Manager will provide strategic support to the SO and ensure the Incident Management Team has adequate access to resources to be able to appropriately deal with an incident. The General Manager will establish incident headquarters if necessary. The General Manager will be responsible for any communication with media and any monitoring of or responses to social media. Location: Onshore
- The **Sailing Coordinator (SC)** is responsible to the General Manager for the operational resolution of the incident and will be responsible to the Police/ Water Police and other responders. The SC will keep the General Manager updated with the status and escalations of seriousness. Location: Onshore
- The **Race Officer (RO)** is responsible for the operational management of all on water incidents until the SC has taken control. Thereafter the Race Officer will provide on water support as required. The Race Officer remains on the water until the safety of all sailors and support personnel is assured. The Race Officer should always be contactable by VHF Radio and Mobile Phone. The RO completes a final on shore check that all boats are accounted for and signed off. Location: On the water.
- The **Committee Boat/Tower Crew** keeps an accurate log of radio communications. A log is always to be kept sailors and race officials are on the water. This function is to be monitored continuously during racing. Location: Onshore RMYS Tower; On Water RMYS Committee Boat
- **Race official Boats and available Support Boats** will assist as directed by the RO or SC. Location: On the water.
- **Incident Support** – The SC will co-opt other people to support the incident's requirements including scribes, spotters, beach and traffic marshals and on beach / sign off monitors... Location:Varies

11. Incident Management Centre (IMC)

The Incident Management Centre is usually located in RMYS office. The IMC will be able to access

- Copy of Sailing Operations Policy.
- Internet device (tablet or PC).
- Phone.
- VHF Radio.
- Stationery / pens / whiteboard markers/ paper for logging.
- Relevant charts – Can be electronic.
- Key Organization and personnel contact details.
- Details of participating boats and participants including emergency contacts list

12. On Water Rescue Procedure

Where a rescue is required the Race Management Boat is to carry out the required rescue in accordance with the following procedure.

- A rescue is to be undertaken where a rescue is deemed necessary by boat skipper.
- A rescue should not be attempted where it would endanger the crew or race management Boat.
- In that case call the Sailing Coordinator
- Should the race management boat crew be unable to locate a person in the event of a capsized, the RMYS office should immediately be informed and a search commenced for the missing competitor.

Rescue Procedure – First Responder

- The primary objective of a rescue is the safety of the competitors.
- On reaching the boat, any injury or risk is assessed.
- Call the RO if assistance may be or will be required. (If Urgent use CH16)
 - This is Red Ron, This is Red Ron
 - We are at the Dingy Outer Gate, Dingy Outer Gate
 - We have an Asthma Attack we have an Asthma Attack
 - We need assistance, we need assistance [or] We may need assistance, we may need assistance
- The RO will be the first to respond in Ch72
- The default process if support is not immediately available is:
- Competitors who are seriously injured and require the urgent medical attention are to be taken aboard the Rescue Boat if safe for the patient, then rescue boat is to proceed; immediately to the RMYS marina and the RO and SC advised. First aid should be rendered whilst underway.
- Where a boat is disabled to the extent it is unable to return to shore / moorings unassisted, the Rescue Boat is to take the boat in tow; Sailor's should be asked to secure sails, sheets and lines and the mast and boom in the event of a dismasting before the boat is towed; Towing ashore should not be undertaken until permission is given by the RO;
- The competitor's boat should be towed to the marina as directed by the RO
- Rescue Boats return to the course unless asked to remain ashore;
- If a boat is abandoned and crew removed, a "crew taken" safety tape shall be attached to the vessel to alert any other boats that the crew is safe. These are available in all RMYS Patrol Boats.

Rescue Procedure – Towing

- RMYS committee boats are fitted with a towline.
- In the case of a missing towline on competitors boat the committee Boat's towline should be passed to the sailor's boat to be passed twice around the mast and then held by the competitor such that it can be quickly released if required;
- On the Committee Boat the towline should be clipped to a hook or passed twice around a stern cleat or towing bridle and then held by one of the Patrol Boat's crew to enable a quick release if required.

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 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 SC informed as much as possible.
- The RO or SC will notify the Water Police of the location of the sunken vessel.

13. Abandonment of Sailing Coordination Plan

When the Race Officer abandons racing a staged response is used:

Stage 1 – Routine Abandonment Prerace – Controlled by RO & SC.

The Race office to:

- Announce 3 hrs prior to race start (if Practical)
- Fly signal AP on roof top of club house
- Announce to skippers via text
- Announce on home page of website
- Announce via social media platforms

Stage 2 – Routine Abandonment – Controlled by RO on water.

The RMYS Tower/Committee Boat to:

- Keep patrol boats afloat until sailors are safely ashore.
- Identify and track stray boats – That are not between a patrol boat and shore.
- Monitor and log all radio traffic.
- Supervise the sign off process until all boats are accounted for.
- Check that all patrol boats have returned safely.

Stage 3 – Escalated Abandonment – Race office assumes control (outside assistance maybe required)

- Tower/Race management boat monitors and logs all radio traffic related to boat status.
- Spotters identify and track boats not being attended to.
- The RMYS Race office to reconcile boats on Situation Board – Sail Number, Class, Status, and Located, under tow or Recovered ashore.
- SC appoints someone to supervise sign offs until all competitors are accounted for.
- Appoint marina Marshals to assist sailors ashore / tally sail numbers ashore. If possible.
- Consider:
 - Can more rescue boats be deployed.
 - Can competent sailors ashore be sent out to additional crew strugglers
 - Can crews from towed boats additionally crew strugglers
 - Can boats jib sail ashore safely albeit slowly
 - Can boats be long lined off a mother ship or fixed mark and put to crew strugglers
 - Which classes / boats / crews need priority in recovery – who can hang on a bit more...
 - Do welfare people need to be appointed to check for shock / hypothermia
 - Will outside help be required?
- When rescue operations are completed, the SC will check and formally declare all boats are accounted for.
- Advise all committee Boats when rescue operations are completed.
- Check all committee Boats have returned safely.

14. Missing Sailors

In the event of a sailor missing and unable to be located the following procedure shall be implemented:

- RO and PRO to be notified immediately.
- All racing to be abandoned and all sailors to return to shore; “N” over “H”
- All patrol and support vessels to remain afloat including coach boats to assist in locating missing sailor until rescue coordination is handed over to Victoria Police.
- The RMYS Tower to monitor and log all radio traffic.
- The RO/IMC is to contact Victoria Police to request assistance. This is then likely to be directed to the Water Police and/or Southern Peninsula Rescue Squad.

Commodore or next most senior Flag Officer to be notified

- The RO/IMC to appoint someone to supervise the sign off process until all returning boats are signed off.
- When it is considered that rescue operations have been completed, the Sailing Operations Manager to check that all boats are accounted for; and will advise Patrol Boats and Support Boats when rescue operations are completed or advised to stand down.

15. 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 license and have enough 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, 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 passes to the Rescue Coordinator on shore.

If no RMYS boat can help, 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.

16. Emergency Contact Numbers

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) Ch 16
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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		9399 7500
Coast Guard (Emergency)		9598 7003
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

**1 Pier Road
St Kilda
Ph: 07 6534 0227**

**If available send a person to Pier Road to direct emergency services to the location of the emergency –
High-Vis vests at front desk**

If your Mobile phone network does not have coverage call 112 and you will be connected through any operating mobile network.

17. Crisis Management

While the Incident Controller will be managing operations of an on-water incident – There may be other aspects of the incident which categorize it as a crisis and in these cases the Clubs Crisis plan is invoked.

In this situation the crisis is managed by the Highest-Ranking Officer available, supported by experts who may continue working on the crisis independent of instruction.

Ideally the General Manager will work with the Commodore if either are not available the next most senior flag officer or staff member will manage the crisis.

MEDIA SHUT DOWN – IT IS VERY IMPORTANT THAT NO PERSON OTHER THAN THE COMMODORE INTERACTS WITH MEDIA DURING THIS TIME.

Holding Statement – if pressed or contacted directly by the media

“I’m sorry but I am not the best person to speak with about the situation I will pass your details onto the Commodore/GM

Once incident has been reported to Authorities General Manager / Incident Controller to Notify Commodore

- Meeting to take place between Management Team in
- Notify Commodore immediately
- Holding release approved and ready to be distributed to media under commodore’s direction
- Following representatives to be notified and updated

Next of Kin
Incident Management Team
Directly affected people
Staff / People at the Club
Others such as Police / Work safe / Insurers
General Member Information
Sponsors
Counselling

18. First Aid Policy

This section outlines the policy of the RMYS regarding the first aid facilities and services that are available to staff, volunteers and competitors during an emergency

It is **not** club policy to offer comprehensive medical services but simply to provide basic first aid and arrange for transport of an injured person to professional medical treatment as quickly as possible, as and when required.

RMYS will ensure that:

- All patrol boats are equipped with first aid kits suitable to their purpose and use
- The minimum of one qualified person capable of providing first aid is always available for all sailing events.
- The Club will hold regular first aid courses for regularly rostered staff, volunteers and members through
- First Aid kits are maintained and serviced.
- Current emergency contact lists are available in the Office, First Aid Area and Tower.

The procedure outlined below details the action to be taken when a person requires First Aid

- First aid is facilitated by contacting the office or Tower.
In the event of an injury occurring on the water, enough basic first aid will be attempted to allow the competitor to continue sailing. If not, they will be brought ashore for treatment or have the Emergency plan activated

19. Refueling Procedure

The responsibility for fuel storage and refueling the Patrol Boats is overseen by the Sailing Operations Manager. Refueling, including transferring fuel between containers is a potentially hazardous part of boating. It is important to take care and to follow the correct procedures.

- Do not smoke at any stage.
- Do not allow yourself to be rushed by other people.
- Be alert to the smell of petrol.
- Do not allow people to remain on your boat when refueling.

General

- Make sure your vessel is securely moored when refueling at a jetty.
- Do not allow other boats to be alongside a boat being refueled.

Before refueling

- Turn Engine off
- Turn the boat battery off and any other potential ignition sources.
- Ensure engine bays and bilges have adequate ventilation.
- Close all drains and scuppers to contain any potential spillage.
- Ensure the fire extinguisher is accessible and in service and that you know how to use it.
- Make yourself aware of other fire-fighting equipment nearby.
- Locate the nearest spill kit
- Remove all passengers from the boat (regulation 91 of the Marine Safety Regulations 2012 (Vic) prohibits an operator from refueling a recreational vessel at a wharf, jetty or pier if there are passengers on board).

During refueling

- If using a petrol engine, ensure the tank is properly grounded to prevent the buildup of static electricity
- Do not lock or jam the fuel dispenser in the open position.
- Do not overfill the tank: fuel expands as temperatures rises and may overflow.
- Maintain contact between the hose nozzle and the filler neck to avoid static sparks.
- Transferring fuel between containers when at sea is not recommended and should only be done if it is unavoidable.

After refueling

- Remember that engine starter motors are a cause of sparks and a potential source of ignition.
- If fuel has spilled into the bilges, manually pump the bilges out into a container or an onshore tank and vent the bilges to the stage where there has been a complete change of air.
- Only start the engine when you are satisfied that the boat is free of fumes.
- Only allow passengers to board the vessel after you have started the engine and allowed fumes to completely vent.

20. 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
	Contact emergency services if required (see phone numbers on page 1) The emergency services should be directed to St Kilda Pier (emergency marker COP 530) or If the racing is closer to: Royal Brighton YC: use emergency marker BAY 813 or '253 The Esplanade, Middle Brighton' Sandringham YC: use emergency marker BAY 812 or 'Jetty Road, Sandringham' Royal Yacht Club of Victoria: use '120 Nelson Place, Williamstown'
	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</p> <p>If the racing is closer to: Royal Brighton YC: use emergency marker BAY 813 or '253 The Esplanade, Middle Brighton' Sandringham YC: use emergency marker BAY 812 or 'Jetty Road, Sandringham' 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

21. 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.

23. Appendix 4 – Radio Log Sheet

Name of Vessel: Call Sign:

Date: MMSI:

Time	Station/MMSI from	Station/MMSI To	Details of Calls, Signals & Distress Working	Channel