



# **SBSC Incident Management Plan**

**South Brisbane Sailing Club**

September 2020

# SBSC Incident Management Plan

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## DOCUMENT VERSION

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02	21-09-2018	Changes to reflect comments from Sailing Sub-Committee	Robert Preston
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07	25-09-2020	Change references of Support Vessel to Safety Vessel	James Brandt / Robert Preston

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# 1. INTRODUCTION

## 1.1 SBSC Incident Management Objective

The South Brisbane Sailing Club (SBSC) is committed to conducting racing in a manner which is as safe as reasonably possible.

SBSC also recognizes that all taking part in sailing activities do so at their own risk and responsibility. The SBSC is not responsible for the seaworthiness or adequacy of equipment on private boats sailed in club races.

The SBSC has developed a number of race management and risk mitigation strategies which will assist in ensuring that events are conducted in a manner that is as safe as reasonably possible. These include:

- Ensuring that Sailing Instructions are based on World Sailing (ISAF) and Australian Sailing model documents (Racing Rules of Sailing) and the Brisbane River Code of Conduct (published by Marine Safety Queensland);
- Ensuring that current weather forecast and warnings from the Bureau of Meteorology (BoM) are made available to competitors and members of the Race Management Team before the event start;
- Documenting and adopting appropriate procedures for the management of race events and incidents;
- Conducting separate briefings for the Race Management Team and Race competitors;
- Providing safety awareness and training activities for race officials, volunteers and competitors; and
- Ensuring participants are aware of the risks in sailing, and their responsibilities as persons in charge of vessels as skippers and crew.
- The COVID Safe Plan (version 1.1) which sets out COVID-Safe Policies, Principles and Operational procedures adopted by the South Brisbane Sailing Club Inc to meet requirements of the Queensland Government's Aquatic Sport Industry COVID Safe Plan (Version 4.1, 3 August 2020) and Australian Sailing Guidance for Queensland Sailing Clubs (3 July 2020).
  - This is a separate incident response plan. Refer to web-site for more at; <https://www.sbsc.org.au/about/covid/>

## 1.2 Application

The main objective of this Incident Management Plan (IMP) is to provide guidance on safe race management practices and appropriate response actions in the event of an on-water incident.

Other clubs competing in conjunction with the SBSC on the same course area (such as in Inter-Club Regattas), will be invited to provide suitable safety vessels and crews to manage the safe conduct of the race within the course area.

Safety boats from other clubs or additional safety vessels invited by SBSC will act in accordance with the instructions of the SBSC Principal Race Officer (PRO) and Race Officer (RO) in accordance with this Incident Management Plan.

This IMP should be read in conjunction with the Racing Rules of Sailing, South Brisbane Sailing Club's Sailing Instructions, the relevant Notice of Race, Authority to Hold Aquatic Event and SBSC On-Water Risk Assessment<sup>1</sup>.

**Figure 1. Relevant Guidance Documents**



### 1.3 Safety Environment

The record of sailing at SBSC shows that sailing is a relatively safe sport. Major incidents where volunteers and competitors are placed in real danger are very infrequent. The Brisbane River upstream of the city is a relatively safe sailing venue, with sheltered waters and highly accessible shorelines and access points.

Further details on the estimated likelihood of different incidents is provided in the SBSC On-Water Risk Assessment. This assessment examines the risks and control associated with a range of hazards including weather hazards, club on water considerations, race management, communications, emergency response / incident management and simultaneous operations with other club activities.

### 1.4 Safety Vessels

There are two types of safety vessels to assist with safe conduct of races and management of incidents at the direction of the Race Officer.

1. **Safety Boat** – vessels with a rescue capability whose functions are to:
  - a. monitor the safety of the fleet in conjunction with all other safety boats and the finishing team,
  - b. report all incidents to the Race Officer,
  - c. provide rapid initial response to all incidents within a designated patrol area or as directed by the Race Officer, assess and report all incidents to the Race Officer,

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<sup>1</sup> Also refer to Safe on-water conduct on the Brisbane River <https://www.msq.qld.gov.au/Waterways/Safe-on-water-conduct-on-the-Brisbane-River>

- d. provide rescue response to moderate and major incidents in conjunction with external agencies if required, as directed by the Race Officer,

**2. Instructor Boat** – vessels whose functions are to

- a. provide on-water instruction to novice competitors or competitors under training,
- b. monitor the safety of the fleet in conjunction with all other safety boats and the finishing team,
- c. report all incidents to the Race Officer,
- d. provide rapid initial response to all incidents as directed by the Race Officer,

Where other clubs join the SBSC race course they will be invited to provide suitable additional safety boats needed to maintain the ratio of safety boats to competitor dinghies. The other clubs will advise the SBSC Race Officer of all contact details (name and mobile number, boat name) for support boats.

## 1.5 Ratio of safety vessels to competitor dinghies

A suitable ratio of safety vessels to competitor dinghies is required in the course area during an event. The recommended ratio is:

- approximately 1 safety vessel to 12 participant dinghies with at least 1 adult<sup>2</sup>
- approximately 1 safety vessel to 8 participant dinghies with full junior crews (under 18)

As a guide on any race day, the minimum number of Safety vessels is shown in Table 1.

**Table 1. Recommended minimum number of Safety vessels to Competitor Dinghies**

Scenario	Number of competitor dinghies with at least one adult <sup>2</sup>	Number of competitor dinghies with full junior crew	Total competitor dinghies	Minimum number of Safety Vessels
A	0	8	8	1
B	12	0	12	1
C	12	8	20	2
D	24	0	24	2
E	24	8	32	3
F	36	0	36	3
G	36	8	44	4
H	48	0	48	4
I	48	8	56	5
J	60	0	60	5
K	60	8	68	6

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<sup>2</sup> All adults and youth skippers (<18 yrs) sailing in SBSC Club Hire Dinghies must be competent and fit to sail in river conditions (Appendix I).

The 1:12 and 1:8 ratios defined above are recommended for the normal range of conditions. In marginal conditions (i.e. weather, tides), event organisers should adopt lower ratios based on the assessment by the Principal Race Officer, also taking into account the fitness and competency of competitors and the Race Management Team.

## 2. RACE MANAGEMENT SAFETY

### 2.1 Role of the Principal Race Officer and Race Officer

The Principal Race Officer (PRO) and the Race Officer (RO) are the persons responsible for the conduct of racing and on-water incident management. On course communication is preferred to be through the RO. Where possible or desirable the PRO is also to be kept informed of all race management issues and incidents.

The PRO or their delegate must provide separate pre-race briefings to members of the Race Management Team and competitors involved in racing on the day.

The RO is to record the names, vessels and communication details (mobile phone preferable) of volunteers who are part of the Race Management Team. All safety vessels (other than instructor boats) must carry an operational VHF radio tuned to the SBSC operating channel (71).

The RO should make every effort to start each race at the scheduled time, unless dictated by adverse winds, sea conditions or other factors that may impact on the safety of managing boats on the course area, as per the SBSC Sailing Instructions.

The PRO and RO shall monitor the weather at all times and act accordingly when a BoM Weather warning is issued.

The RO may postpone or abandon racing for all or a part of the fleet on the basis of safety concerns as per the SBSC Sailing Instructions.

The PRO and RO will liaise with external agencies in the case of a moderate or major priority incident.

### 2.2 Marginal Conditions

Recognising that the skill levels of skippers and crews in the fleet will vary from day to day, the PRO or RO may postpone or abandon racing for individuals, groups or classes or boats (e.g. Novice Fleet) even though other racing may continue. As a guide, marginal conditions are where the wind consistently exceeds 15 knots or short duration gusts exceed 20 knots for 30 seconds or more, or if conditions on the course are otherwise considered to be either hazardous or potentially hazardous. This does not override the responsibility of competitors, refer to ***Racing Rules of Sailing (RRS) rule 4 "Decision to race"***.

### 2.3 Extreme Conditions

Racing should be postponed or abandoned whenever the PRO or RO considers it necessary for safety reasons. As a guide, racing should be postponed or abandoned if the wind consistently exceeds 20 knots or short duration gusts exceed 25 knots for 30 seconds or more and if conditions on the course are considered to be either hazardous or potentially hazardous.

### 2.4 Communications

All safety vessels (other than instructor boats) must have an operational VHF transceiver tuned to channel 71 (operating channel) and the Committee Boat must also have a transceiver tuned to channel 13 (other commercial vessels). Distress calls are made to VHF channel 16.

Radio communication between safety vessels on Channel 71 should relate to race and incident management issues ONLY, be undertaken in accordance with ACMA radio protocols and this IMP. Communications are to be clear and concise.

In the event of an incident requiring communications between the RO and a support vessel, all race management communications must cease until otherwise advised by the RO.

## 2.5 Resources

Safety vessels supporting other club's competitors shall advise the RO of their call sign, names and their mobile phone number prior to racing.

Prior to the start of each race, RO of the day must be aware of the safety vessels and other on-water resources available and the duration of their availability.

Safety vessels may be allocated an area of the course to patrol.

Additional safety vessels may be designated as "roving". Safety vessels will monitor the fleet, instructor boats, spectator craft and other external influences on the fleet and provide advice to the RO on risks and incidents.

It is preferable for all safety vessels to work under the direction of the RO. In some circumstances, safety vessels may provide an initial and independent response to incidents. In these circumstances the RO must be informed of the incident details as soon as possible.

Safety vessels should be fitted out with the equipment detailed in **Appendix C**.

## 2.6 Safety Vessels

### 2.6.1 Patrol Plan

Each safety vessel will ideally have a designated zone to patrol during the race as shown in Appendix I and J. The RO of the day will allocate safety boats to zones on the course area.

Positioning of safety boats shall be as follows, as modified by the RO on the race day:-

- The Committee Boat (Support 1) will patrol area A and B.
- Unless otherwise directed by the RO, Safety Boat 2 will follow the first division to start and patrol areas A, B and C until Safety Boat 1 has completed the start sequence and is on-station in patrol areas A and B, with Support 2 otherwise remaining on-station in patrol area C.
- Additional Safety Boats and Instructor Boats (if available) will patrol over specified patrol areas, as directed by the RO.

### 2.6.2 Activities

Once on course, all safety vessels should report in to the RO to check radio reception and confirm their patrol area (based on where they are laying their marks).

Prior to the start, safety vessels not engaged in mark laying should hold a station at the leeward end of the course, but clear of the start maneuvering zone.

All safety vessels should be keeping watch for any racing competitor in need of assistance inside of the course area as well as along the defined legs of the course.

All safety vessels should keep a look out for any ferry or other power boat crossing the course area that may pose a risk to those racing. Seek advice from the RO before acting, otherwise flag any speeding boats to slow down (needs to be done diplomatically!).

### 2.6.3 Position on Station

Safety vessels should move to their station prior to the first competitor reaching their allocated patrol area. All safety vessels should remain in their allocated patrol areas unless otherwise directed by the RO. Before leaving the allocated patrol area a safety vessel must ensure the area to be vacated is adequately covered by alternative support boat(s).



If a safety vessel observes that any mark has moved due to current or otherwise, the RO should be advised immediately, and remedial action taken as soon as possible, considering movement of competitor boats, proximity to the mark and movements of commercial vessels (e.g. City Cats).

If a safety vessel observes a competitor boat capsize or otherwise behave in a distressed or unusual manner, it should visually check on the safety of the crew.

If this requires the support vessel; to move into the race area, they should remain alert, keep clear of other competitors as much as possible and monitor and report the condition of the crew of that competitor to the RO as soon as possible. Once this has occurred, the safety vessel shall be regarded as an obstruction and all competitors must keep clear.

In the event that a competitor should request the assistance of a safety vessel to right their sailing vessel or otherwise assist them to resume sailing, or is deemed by a safety vessel to require assistance and is physically assisted then:

- the competitor (other than a Novice sailor) will be classified as “DNF” and deemed to have retired from the race; and
- any such competitor (including a Novice sailor) may be requested or directed to withdraw from the course.

A safety vessel should generally maintain a station that is outside the normal stream of racing craft so as not to constitute an obstruction or hazard to competitors, with the exception of Instructor Vessels advising the Novice Fleet. For the windward leg, this means keeping outside the lay lines being used by the majority of competitors.

A safety vessel may only leave the course area with the agreement of the RO, including towing or shadowing boats to the club.

#### **2.6.4 Heading to the Start**

Competitors should make their way to the start without the assistance of support vessel, unless at the request of the RO.

#### **2.6.5 Retiring Boats**

If safety vessel resources are available, the RO may allocate one safety vessel to monitor a sailing boat retiring from the race and returning to the club while still being of assistance in generally monitoring the race area.

A safety vessel so positioned should report any sailing boat retiring to the RO and Finisher (and not just boats from their own club if combined clubs are racing). Retiring sailing boats should be encouraged to sail past this safety vessel and report their intentions.

#### **2.6.6 At the end of Racing**

Prior to lifting any marks on the course, safety vessels should confirm with the RO that the last sailing boat has finished the course.

Safety vessels should do a sweep of their area at the end of racing to ensure that all competitors are off the course and the surrounding area, advise the RO of the result of their sweep and seek approval to leave the race area.

Competitors may be assisted to return to the clubhouse at the completion of racing for the day.

### **3. INCIDENT MANAGEMENT PLANNING**

#### **3.1 Introduction**

The key objective of Incident Management Planning is to ensure that a systematic approach is used to deal with an incident to minimise adverse impacts.

## 3.2 General Principles

### 3.2.1 Incident Priorities

**In an emergency, the priority is to ensure the safety of COMPETITORS not BOATS.** Drifting or anchored boats can be picked up later. If a safety vessel crew believes that the crew of a sailing dinghy are “at risk” they may override the Sailing Instructions and issue a directive that the crew in question be rescued. Guidelines for classification of Incident Priorities (Minor, Moderate, Major) and Primary Response Strategies are given in **Appendix A**.

### 3.2.2 Priority based on need

The provision of assistance by safety vessels must not be influenced by the club to which the sailing boat or the responding safety vessel belongs. All sailing boats requiring assistance must be treated equally on the basis of need and severity of incident. A decision-making flow-chart for incident management is given in **Appendix B**.

### 3.2.3 Look after the Crew First

People have priority over boats. If the crew member of a sailing boat is injured or showing signs of distress (esp. children) they should be taken on board the safety vessel first and their condition assessed. If they need urgent attention the safety vessel crew should explain the situation to the RO and seek directions on taking the crew to receive any necessary medical or other attention. The RO may allocate a different safety vessel to this task.

### 3.2.4 Staying with a Dinghy

In extreme weather conditions, the safest state for a dinghy may be upside down in deep water with the crew either sitting on it or hanging on alongside, except where the tide is likely to move the boat to a dangerous obstruction (e.g. pontoon).

If the boat is not damaged, then experienced and appropriately dressed crews will often prefer to stay in that position until the wind strength reduces, then right their boat and sail home.

Even if that is not their preferred course of action, where there are many boats to be attended to, the safety vessel crew might have higher priority incidents to attend to, and may have to ask if the dinghy crew can wait, and leave them if safe to do so.

Extreme care should be taken when asking younger crews if they can wait, as they may not feel confident and may feel pressured to agree.

The RO should be advised of the identity of the all capsized sailing boats and, when necessary, the age, condition and competence of the crew and the condition of the boat so that appropriate additional safety vessel action can be taken.

### 3.2.5 Tow the Boat to The Nearest Boat Ramp or Pontoon

Under extreme conditions it may not be feasible for a safety vessel to tow dinghies back to the club house. Where efficient to do so and where multiple capsizes are experienced, safety vessels may tow a dinghy to the nearest boat ramp or pontoon and, **ONLY** if the health of the crew is fine **and** they are able look after themselves, the crew may be left with their dinghy. The safety vessel will inform the RO of the action taken and return to duty on the course.

### 3.2.6 Towing Boats Back to the Club

When a capsize or other situation has been stabilised, the RO will decide the order in which any boats should be towed back to the club (if necessary) and which safety vessels can be released from rescue duty for towing. Safety boats must operate under the RO's direction, as he/she will be in the best position to set priorities.

If possible, use a slow boat or small boat to tow craft back to shore because a fast boat in most situations can still only tow at a slow speed and the faster boat will be more useful if it remains on station.

#### **3.2.7 Abandon or Anchor the Dinghy**

If none of the above options is practicable, a dinghy may be left in the water for attention later. If necessary and only if a suitable anchor and tackle is available, the dinghy may be anchored and marked to indicate the crew has been taken off.

When removing crew from a competing dinghy, a length of rope with a snap shackle, and a float on the end should be attached to the dinghy to signify that the crew has been removed. The RO should be advised of the identity of the boat and the action taken.

#### **3.2.8 One Support Boat**

There can be a tendency for safety vessels to cluster around a single boat requiring assistance, especially if it takes time to sort out. This should not occur.

Only one safety vessel should assist or stand by a sailing boat requiring assistance unless the first safety vessel assisting that sailing boat has requested additional help. All other safety vessels should remain on station and watch out for other sailing boats requiring assistance.

### **3.3 Recording of incidents**

All minor, moderate and major incidents should be recorded the Ships Log of each Support Vessel.

All injuries must be recorded using the appropriate SBSC Injury Reporting Form.

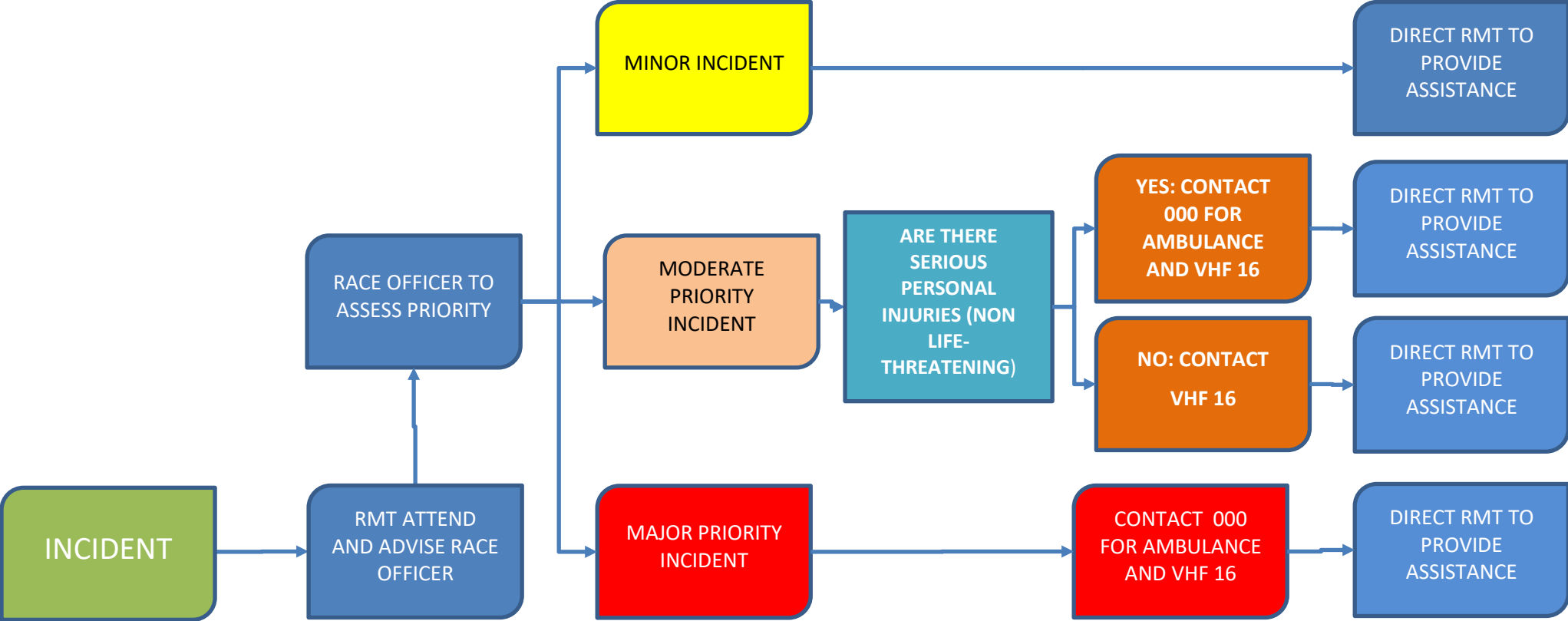
### **3.4 Operational Implementation**

Operational Guidelines for Race Management Officials are provided in Appendices C to K.

## APPENDIX A - GUIDELINES FOR CLASSIFICATION OF INCIDENT PRIORITIES AND RESPONSE STRATEGIES

Incident Priority	Actual or Potential Impacts	Response Strategies
<b>MINOR</b>	<ul style="list-style-type: none"> <li>Minor personal injuries unlikely to require external medical intervention e.g. cuts, bruises &amp; abrasions etc. or</li> <li>Capsize or damage to boat requiring prolonged assistance or</li> <li>Potential threat of storm</li> </ul>	<ul style="list-style-type: none"> <li>Race Management Team manages incident</li> </ul>
<b>MODERATE</b>	<p><b>Personal injury (not life-threatening)</b> requiring external intervention or advice - such as:</p> <ul style="list-style-type: none"> <li>fractures, minor head injuries</li> </ul> <p><b>Major impacts requiring external intervention or advice but NO Personal injuries</b> - such as:</p> <ul style="list-style-type: none"> <li>Multiple capsize requiring assistance or prolonged immersion</li> <li>Sudden storm/gale with threat to sailors/boats</li> <li>Multiple concurrent minor incidents needing additional assistance</li> </ul>	<ul style="list-style-type: none"> <li>PRO/RO to call '000' – Ambulance</li> <li>Call VHF 16 'pan pan, pan pan, pan pan'. Should be used when a very urgent message about the safety of your boat or a person needs to be transmitted and the distress call (Mayday Mayday) cannot be justified <b>AND</b></li> <li>Race Management Team manages incident with external agencies</li> </ul>
<b>MAJOR</b>	<p><b>Potential life-threatening incident or injuries</b> requiring urgent external Intervention, such as:</p> <ul style="list-style-type: none"> <li>Spinal injury, major head injuries, cardiac arrest etc.</li> <li>Fatality</li> <li>Missing Person</li> </ul>	<ul style="list-style-type: none"> <li>PRO/Ro to call 000 – Ambulance</li> <li>VHF 16 'Mayday, Mayday, Mayday'. Only used if a vessel or person is in grave and imminent danger and requires immediate assistance, <b>AND</b></li> <li>Race Management Team manages incident to assist external agencies</li> </ul>

APPENDIX B - DECISION MAKING FLOW CHART FOR INCIDENT MANAGEMENT



## **APPENDIX C - SUPPORT BOAT – EQUIPMENT LIST**

Each boat should be equipped appropriately for its duty and size. As a minimum the following items must be carried on all safety boats in addition to RMS requirements.

- Paddles or oars
- Bucket or bailer
- Snap shackles, lines and floats for (say 5) abandoned dinghies
- Towline
- Waterproof First aid kit containing (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages
- Anchor sufficient for safety boat and any towed craft
- Chain as appropriate to area
- Safety knife, preferably serrated
- VHF radio

All engine and safety systems must be in full working condition. The following areas should be considered:

- Outboard engines must be securely attached to the boat
- Kill switches must be fully functional
- The steering mechanism should be free and easy to use, hydraulic steering systems should be checked for leaks regularly
- Throttle and gear changing mechanisms must be positive and reliable
- Outboard engines must not slip out of gear or start in gear
- Outboard engines should be capable of being locked down and easily raised if required.
- Fuel tanks and batteries must be securely fastened to the boat
- All other equipment should be suitably and securely stowed for the purpose for which it is intended.

## **APPENDIX D - GUIDE FOR SAFETY BOATS PRINCIPLES**

For the safe conduct of racing it is essential that all powerboats on and around the course understand and follow the intent of these documents.

The basic principles are as follows:

- The Race Officer (RO) is the person responsible for the conduct of fleet racing and on-the-water management of incidents.
- Accordingly, all on course communication must be through the RO by VHF or phone.
- As soon as practical any incident should be reported to the RO. This applies to all Safety Vessels, including instructor and spectator boats, who observe and/or assist in an incident.
- All safety vessels and officials must meet the following requirements in regard to their conduct during any activity held:
  1. Place the safety and welfare of the competitors/participants above all else.
  2. Accept responsibility for all actions taken.
  3. Be impartial.
  4. Avoid any situation which may lead to a conflict of interest.
  5. Be courteous, respectful and open to discussion and interaction.
  6. Value the individual.

### **GUIDE FOR INSTRUCTOR BOATS**

On-water instruction is an essential element in the development of our young (and not so young) sailors.

The Designated Instructor for each club is permitted within the Course Area and may coach any novice or competitor under training at any time.

Designated instructor boats are to make themselves known to the RO.

All Instructor Boats (including those supporting novices) must respond at any time to requests by a Response Boat or Committee Boat for the Instructor Boat to check on the safety of a nearby sailing boat which has capsized or is otherwise showing signs of acting in a distressed or unusual manner or may do this on their own initiative.

### **GUIDE FOR SAFETY VESSELS**

Safety vessels will generally patrol allocated zones as directed by the RO, and generally, with the exception of the Novice Fleet Patrol, should stay outside the course area, so as not to themselves constitute an obstruction or hazard to sailing craft.

- Prior to the start of each days racing, the Race Officer (RO) should be made aware of the safety vessel resources available for the day , including radio call signs, contacts and numbers.
- Before dinghies enter the water for a race, the Race Officer must provide a safety alert to City Cat Ferries via VHF Channel 13 (i.e. using 'say-cure-e-tay, say-curee-tay, say-cure-e-tay' (i.e. SECURITE))
- Safety vessels shall be distributed evenly around the race course with attention given to danger zones such as the wing mark, obstacles and dangers as conditions dictate.
- Prior to the start and once on course, all safety vessels and coach boats should report in to the RO to check radio reception and confirm their patrol area.
- Safety vessels should move to their station prior to the first dinghies arriving.
- All safety vessels should be keeping watch for any racing boat in need of assistance inside of the course area as well as along the defined legs of the course.
- Where additional clubs are competing, they will be invited to provide at least one support vessel.

- All boats should notify the RO if they wish to leave their area.
- Safety vessels should maintain a station that is outside the normal stream of racing craft. For the windward leg, this means outside the lay lines being used by the majority of racing boats.
- As soon as practical all incidents must be reported to the RO. This applies to all support boats, including coach and spectator boats, who observe and/or assist in an incident.
- If a safety vessel observes a boat capsize or otherwise behave in a distressed or unusual manner it should visually check on the safety of the crew.
- In an emergency the priority is to ensure the safety of COMPETITORS not THEIR BOATS.
- All sailing boats requiring assistance must be treated equally on the basis of need.
- All safety vessels are to be driven in such a manner as not cause any disturbance to competitors.
- Radio Communication between safety vessels should relate to race management and safety issues ONLY, be in accordance with radio protocol and be kept brief and to a minimum.
- Safety vessels may only leave the course area with the agreement of the RO, including towing or shadowing competitors to shore/club.
- Safety vessels should do a sweep of their area at the end of racing to ensure that all competitors are off the course area.



## APPENDIX E - INCIDENT CHECK LIST

This checklist provides a “**What to Do**” guide for those involved in organising or conducting SBSC sailing events, and forms part of the SBSC’s Incident Management Plan (IMP).

### Pre Race Preparation

- ☐ As per RO / Safety vessel Personnel & Vessels on water / Weather details on the day
- ☐ Note Contact list details & update specific vessel contact details

### Procedure to be followed by all Race Officials (RO's) when NOTIFYING INCIDENTS

- ☐ Immediately notify Race Officer of nature and location of incident
- ☐ Assess nature of incident and decide on Incident Priority
- ☐ If serious or life threatening injury PRO/RO to ring **000** Ambulance IO and emergency call on VHF 16
- ☐ Keep a log of all calls and events relating to all Incidents

### Minor Incident

- |   |    |
|---|----|
| <input type="checkbox"/> Instruct safety vessels to standby and assist as required and coordinate additional resources if appropriate   | RO |
| <input type="checkbox"/> Safety vessel responding to provide feedback to RO if further assistance is required, VHF 71   | SB |
| <input type="checkbox"/> RO to reassess Incident Priority based on feedback and escalated Priority if required  | RO |
| <input type="checkbox"/> Storm Imminent – RO to make decision on whether to postpone start and if Race in progress whether to have safety vessels direct fleet to pre-identified safe locations | RO |
| <input type="checkbox"/> Storm Imminent - If instructed by RO notify fleet of pending storm and quickest safe location to shelter   | SV |
| <input type="checkbox"/> RO to reassess Incident Priority based on feedback and escalated Priority if required  | RO |

### Moderate Incidents

- |   |    |
|---|----|
| <input type="checkbox"/> PRO/RO to call Ambulance <b>000</b> if serious or life-threatening injury  | RO |
| <input type="checkbox"/> Safety vessel responding is to call VHF 16 and request assistance (Pan Pan, Pan Pan, Pan Pan (if very urgent message about safety of a boat or a person) | RO |
| <input type="checkbox"/> Storm Hits Fleet – Safety vessels to approach overturned sailing boats, recover crew and advise RO of any additional assistance required                 | SV |
| <input type="checkbox"/> RO assess appropriateness of current Priority and escalates if appropriate   | RO |

### Major Incident

- |   |    |
|---|----|
| <input type="checkbox"/> PRO/RO to call Ambulance <b>000</b> if serious or life-threatening injury  | RO |
| <input type="checkbox"/> Call Vehicle VHF 16 and requests assistance (Pan Pan, Pan Pan, Pan Pan) if very urgent message about safety of a boat or a person) OR ‘mayday, mayday, mayday’ if boat or person is in grave or imminent danger and immediate assistance is required | RO |
| <input type="checkbox"/> Storm Hits Fleet – Safety vessels to approach overturned boats, recover crew and advise RO of any additional assistance required   | SV |

## APPENDIX F – SAFETY VESSEL CONTACTS TEMPLATE

*To be completed each race day to details for all Vessels.*

### ***SOUTH BRISBANE SALING CLUB SAFETY VESSEL CONTACT LIST***

*Race Event:* \_\_\_\_\_

*Date:* \_\_\_\_\_

<b>Vessel Call Sign and Boat Name</b>	<b>Persons Name</b>	<b>First Aid Qualifications</b>	<b>Lands Line / Mobile</b>	<b>VHF</b>
<b>On Land</b>				
Principal Race Officer (PRO)				
Clubhouse			<b>(07) 3844 9015</b>	VHF 16 / 71
<b>On Water</b>				
Safety #1 (Taffy) (Committee Boat)				VHF 13 / 16 / 71
Safety #2 (Abadare)				VHF 16 / 71

Vessel Call Sign and Boat Name	Persons Name	First Aid Qualifications	Lands Line / Mobile	VHF
				VHF 16 / 71
				VHF 16 / 71
				VHF 16 / 71
				VHF 16 / 71
<b>External</b>				
Ambulance			<b>000</b>	
City Cat Operations			<b>(07) 3331 1000</b>	Via VHF 13
Water Police			<b>000 / 3895 0333</b>	via VHF16

## **APPENDIX G - GUIDE TO CALLING AN AMBULANCE**

- In any emergency situation involving sudden illness or injury, it is essential that an ambulance is called immediately.
- The PRO/RO shall call Triple Zero (000) immediately to activate the emergency services.
- When a call is made to Queensland Ambulance Service (QAS), a highly trained QAS Emergency Medical Dispatch Officer will ask a number of questions.
  - the address of the emergency
  - what the problem is
  - how many people are injured
  - the person's age
  - the person's gender
  - if the person is conscious
  - if the person is breathing
- Remain calm while answering these questions and ensure that your responses are clear and concise.
- The QAS Emergency Medical Dispatch Officer will provide you with first aid instructions and dispatch the paramedics.
- Do not end the call until you are told to do so.

## APPENDIX H - GUIDE TO EMERGENCY CHECK LIST QUESTIONS

### SOUTH BRISBANE SAILING CLUB EMERGENCY INFORMATION CHECKLIST

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

#### Initial Questions

☐ Name of the vessel? \_\_\_\_\_ Contacts Name: \_\_\_\_\_

☐ What is the nature of your emergency:

\_\_\_\_\_

☐ Number of people on board? \_\_\_\_\_

☐ Do you have the same number of people on board as you started with? YES / NO if no #: \_\_\_\_\_

☐ Are all crew safe? YES /

NO: \_\_\_\_\_

☐ What is your position/location? \_\_\_\_\_

☐ Have you made contact with the emergency services? YES / NO – DIAL 000

☐ What is proximity to any hazards or land? \_\_\_\_\_

☐ What is the best method of communication? Are all communications options working? \_\_\_\_\_

#### Other Questions

☐ Do they need assistance from emergency services? \_\_\_\_\_

☐ Have you established a transit plan? \_\_\_\_\_

\_\_\_\_\_

☐ Do you have a suitable safe refuge in mind? \_\_\_\_\_

#### Injured Crew

☐ Nature of injury? \_\_\_\_\_

☐ Are they conscious? Have they been unconscious? \_\_\_\_\_

☐ Are they breathing? YES / NO

☐ Do they have pulse? YES / NO

☐ Given current circumstances are they behaving normally? YES / NO \_\_\_\_\_

\_\_\_\_\_

☐ Are they able to move normally? YES / NO \_\_\_\_\_

### **Damage to a vessel**

☐ Nature of the damage: \_\_\_\_\_

\_\_\_\_\_

☐ Are you able to verify or assess the damage: YES / NO \_\_\_\_\_

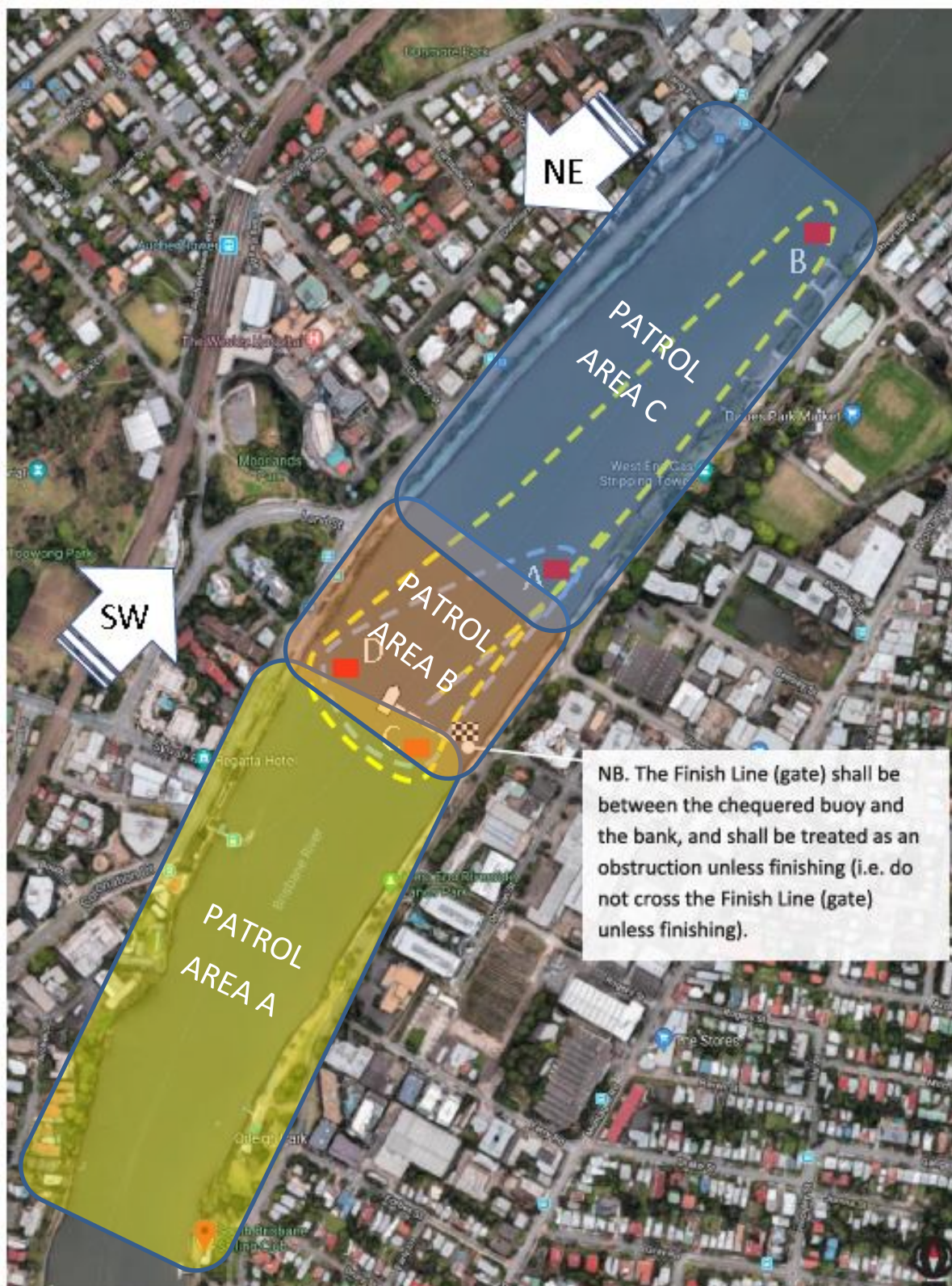
\_\_\_\_\_

☐ Are you taking water? YES / NO If so how much? \_\_\_\_\_

☐ Do you have steerage? YES / NO / LIMITED \_\_\_\_\_

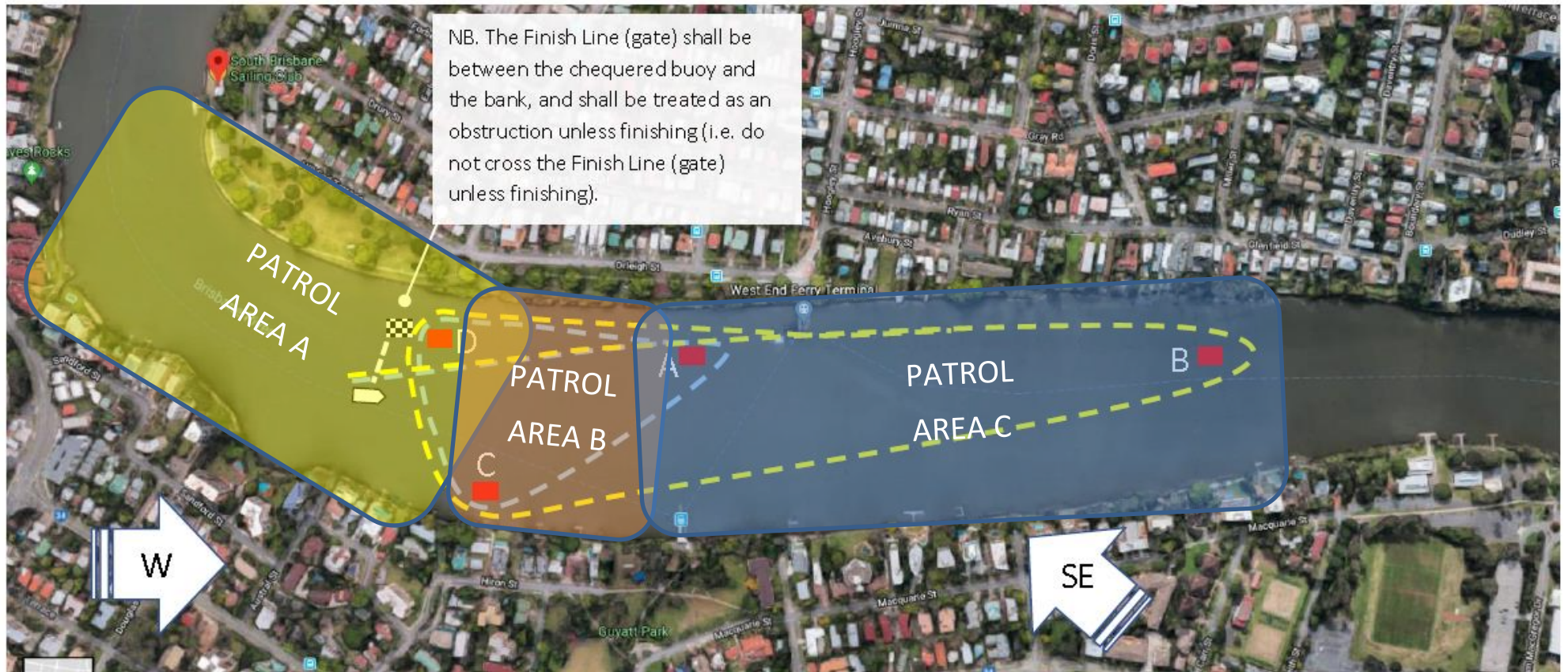
☐ Do you have propulsion? ENGINE / SAIL \_\_\_\_\_

## APPENDIX I - PATROL AREAS (MILTON REACH)





## APPENDIX J - PATROL AREAS (ST LUCIA REACH)





## APPENDIX K - GUIDE TO AMBULANCE PICKUP POINTS AND EMERGENCY CONTACTS

# South Brisbane Sailing Club



68 Hill End Terrace  
West End QLD 4120

**AMBULANCE MEETING POINTS  
FOR MILTON & ST LUCIA REACHES**  
**CALL 000 for Ambulance / Fire / Police**

### SOUTHERN BANK

- **A. Public Boat Ramp**  
Riverside Drive,  
South Brisbane, Q4101  
(Opposite Cribb St, Milton)  
(SW Go-Between Bridge)  
27°28'20.6"S 153°00'35.8"E
- **B. Brisbane Grammar  
School Rowing Boat Ramp**  
150 Jane St, West End, Q4101  
(Near Davies Park)  
27°28'40.2"S 153°00'13.1"E
- **C. South Brisbane Sailing  
Club Boat Ramp**  
68 Hill End Tce, West End, Q 4101  
(Near Orleigh Park)  
27°29'15"S 152°59'47"E

### NORTHERN BANK

- **D. Old Public Boat ramp**  
32 Astral St, St Lucia, Q4067  
(nearest inter. Jerdanefield Rd)  
27°29'30.8"S 152°59'51"E



## VHF DISTRESS FREQUENCY: Channel 16

**West End Police Station: (07) 3840 9100**

**Water Police : (07) 3895 0333**

**City Cat Operations: (07)33311000**

**SOUTH BRISBANE SAILING CLUB : (07) 3844 9015**

## APPENDIX I - SAILING COMPETENCY AND FITNESS QUESTIONNAIRE



South Brisbane Sailing Club

# Sailing Competency and Fitness Questionnaire

To be completed by new sailors at SBSC

Name: .....

**Question 1.** How often have you sailed in the past 5 years?

- ☐ Once or twice
- ☐ Several or more times
- ☐ I have not sailed in the last 5 years

**Question 2.** When did you last sail regularly? .....

**Question 3.** Where have you mostly sailed? *(multiple selections are applicable)*

- ☐ Open water      ☐ Bay waters
- ☐ Inland lake waters      ☐ River waters

**Question 4.** Did your river sailing experience include strong tidal influences & commercial traffic?

- ☐ Yes    ☐ No      ☐ N/A

**Question 5.** In what capacity have you mainly sailed? *(multiple selections applicable)*

- ☐ Skipper      ☐ Crew      ☐ N/A

**Question 6.** What type of boat have you mostly sailed;

- ☐ Yacht      ☐ Catamaran
- ☐ Dinghy      ☐ N/A

**Question 7.** What class/es of boat you have sailed? .....

**Question 8.** How far can you swim (in a swimming pool or calm water)?

- ☐ Less than 25m      ☐ 25m or more

**Question 9.** Have you completed any sailing courses?

☐ Yes

☐ No

What were they, and when did you complete them? .....

.....

**Question 10.** Do you intend to crew or skipper?

☐ Crew

☐ Skipper

**Question 11.** Any other relevant information .....

.....

.....

Signed .....

Date: .....

#### OFFICE USE ONLY

##### Recommendations

☐ Crew with an experienced skipper in at least 1 race before crewing

☐ Crew and skipper with experienced skipper in at least 1 race before skippering

☐ Supervised on-water test as skipper

☐ OK to skipper

☐ OK to crew

☐ Not OK to crew or skipper

**Comments:** .....

**Signed:** .....

.

**Name:** .....

**Date:** .....

**Position:** .....