



Mordialloc Sailing Club Inc.

Club Incident Management Plan

Created October 2016

Version

Version	Date	Updated by;	Description
9.0	13 October 2016	J Dance	Updated from Regatta Incident Management Plan v 8.2 dated 12 Sept 2016
9.0.1	25 November 2016	J Dance & Dale Collings	Grammatical review, update Organisation names, emergency phone #'s, etc
9.1	29 August 2019	D Collings & C Russell	Addition of Child Safety references

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1. Introduction

Mordialloc Sailing Club Inc will conduct sailing and a variety of events and activities at various times.

2. Objective

To provide a safe environment for competitors, members and guests and the general community having due regards for both expected and unforeseen conditions.

This document provides the following:

- * A co-ordinated rescue plan for participants at Mordialloc Sailing Club Events.
- * A co-ordinated response for incidents, both on and off water

The following **Incident Management Plan Phases** will be covered by this document:

Phase 1:

Rescue or assistance to competitors by Patrol Boat crews who observe an on-water incident and respond.

And /Or

The Control Tower giving a direction for a Patrol Boat to assist a competitor after observing an on water incident that requires action.

And /Or

Response by Club Officials/members to an injury or incident in the vicinity of the Club

Phase 2:

Rescue Coordinator/OOD, under direction of the Principal Race Officer or the Onshore Officer of the Day, assumes responsibility for coordination of assistance to competitors/Members following a change in weather conditions. This coordination may result in directions being given to Patrol Boat crews.

Phase 3:

The Rescue Coordinator/OOD seeks the assistance of outside Emergency Services (Victoria Police / Water Police/Fire Service) to assist in emergency/rescue of competitors or in management of an Emergency off-water incident.

3. Approach to Safety within the Club Environment (Off-water)

Mordialloc Sailing Club is a community organization dedicated to providing a safe environment to enjoy the sport of sailing and social activities for members, guests and the general community.

The following documents guide the safe usage of the club and local waters

- MSC Constitution
- Members Handbook
- MSC Occupational Health and Safety policy
- MSC Risk Management Plan & Tables
- MSC Child Safety Policy

3.1 Risk Mitigation

- Club Officers will conduct regular inspections of the building and environment to identify risks to persons and property. When possible, action will be taken immediately to remove hazards (eg needles) or to isolate areas. Issues with building and facilities will be reported to the Vice Commodore for action.
- Inspection and testing of Fire equipment will be conducted as required.
- Kitchen facilities will be inspected for cleanliness and correct food handling regularly. Club to ensure that canteen management has appropriate certificates.
- The MSC Risk Management Plan & Tables will be maintained and actioned as appropriate.
- MSC Child Safety Policy and MSC's various Codes of Conduct will be maintained and actioned as appropriate, including the conduct Child Safe Training.

3.2 Parties and Responsibilities

The Commodore has overall responsibility for the good management of the Club through its elected officers.

The Vice-Commodore is responsible for the House Committee.

The House Committee is responsible for the maintenance of the Club House, safe conduct of social and other off-water events.

Rear Commodore is responsible for on-water activities and equipment.

All club members have a responsibility to act safely at all times and to assist visitors in event of an incident.

The Member Protection Officer is responsible for supporting members in compliance with the MSC Child Safety Policy however the Commodore has ultimate responsibility for compliance and reporting of any notifications as required by legislation supporting Child Safe Standards.

3.3 Incident responses

3.3.1 Medical – Heart Attack

DRABC – seek person First Aid Trained

Commence CPR if not breathing.

Contact 000 and request Ambulance

CPR – Automated External **Defibrillator** (AEDs) is located in the passage between toilets and main club hall.

3.3.2 Medical – Injury

DRABC – seek person First Aid Trained

Assess Injury

Minor – First Aid Kit is located in Kitchen

Major - Contact 000 and request Ambulance. Apply first aid until Paramedics arrive

3.3.3 Fire

Evacuate Club of all non-essential personnel using nearest emergency exits. Assemble at bottom of boat ramp

If fire is still small and smoke is still ok, attempt to fight fire

Identify type of fire and seek appropriate fire extinguisher, hose reel, fire blanket, etc.

If fire cannot be quickly contained call 000 request fire brigade

3.3.4 Disturbance/Criminal Activity

Safety of Club members and guests is priority. If incident cannot be safely managed, call 000 and request police attendance. Non urgent contact can be made through 131 444

3.3.5 Behavior not compliant with the MSC Code of Conduct/Child Safe Policy.

Report this behaviour to an Executive Member of MSC or MSC Member Protection Officer within 24 hours.

Complete a Child Safety Incident Report as soon as possible and follow process in the MSC Child Safe Policy including the Flowchart: Child Safety Reporting Process

3.4 Contacting Emergency Services - calling 000

- Stay calm and call Triple Zero from a safe place.
- When your call is answered you will be asked if you need Police, Fire or Ambulance.
- If requested by the operator, state your town and location.
- Your call will be directed to the service you asked for.
- When connected to “the emergency” service, stay on the line, speak clearly and answer the questions.

Don't hang up until the operator tells you to do so.

Provide location as Mordialloc SC on Foreshore at Aspendale – Entry to the club grounds is via the laneway at 12A Bowman St, Aspendale 3195.

Make arrangements to meet emergency services in Bowman St and direct to location of incident.

4. Approach to Safety when afloat (On-Water)

The Sailing Instructions contain clauses relevant to the safety similar to the following:

Fundamental Rules 1.2 and 4

Competitors attention is drawn to fundamental rules 1.2 and 4 of the Racing Rules of Sailing (RRS). Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at the time.

Intention to Race / Sign-on / Sign Off

For each race or race session the competitor in charge of each boat intending to race shall personally “sign on” and, upon returning to shore, shall “sign off”. This requirement will be included in the Sailing Instructions and is to provide Race Management with a list of all yachts on the water for safety purposes and to ensure all competitors have safely returned to shore.

Personal Buoyancy

All competitors shall wear personal flotation devices which are in good condition and are in accordance with the specifications issued or approved by a national authority affiliated to World Sailing, or a standards organisation, or certification authority, recognised for the purpose by its respective government.

All race management boats are to be driven in such a manner that will not cause any disturbance to competing yachts. All motor craft are to keep clear of competing yachts unless providing assistance.

It is important to assess if a boat requires help or not.

Remember that capsizing is a normal part of sailing. MSC events will generally comprise a mix of experienced and novice sailors.

Monitoring the fleet and observing the weather conditions are major tasks during the race. Patrol teams must be strategically placed to respond to emergencies.

In an emergency the priority is to save lives not the boats. Drifting or anchored boats can be picked up later. Safety of competitors will always override the preservation of yachts & equipment.

Yachts not involved in racing must obey all State Boating Laws. Sailors must wear Personal Buoyancy as described above. Yachts leaving the Club waters must ensure that plans are notified to a responsible adult and suitably recorded.

4.1 Pre-Race preparation

1. Briefing: (PRO / CRO)

- a. Assisting staff members and volunteers should always be briefed on the rescue coordination plan before racing commences.

2. Race Management Personnel: (PRO, CRO)

- a. Sufficient personnel to resource Race Management boats.

- b. CRO to have attended a race management course which included the 'Risk Management' module.
 - c. CRO to be accredited to minimum of "Club Race Officer".
 - d. CRO ensures rescue boat personnel are briefed / trained for class specific issues and procedures – Juniors, and inclusive classes.
3. **Rescue Boats:** (PRO / CRO)
- a. Sufficient personnel to resource all rescue and course boats.
 - b. Rescue boats to be suitable for conditions expected.
 - c. Rescue boats to be provided with all safety equipment as required by state law and recommended in the Australian Sailing, Safety Boat Course.
 - d. Briefed / Trained in class specific requirements of classes that are racing on their course.
4. **Weather Information:** (PRO / CRO)
- a. Local weather forecast to be obtained from the Bureau of Meteorology and placed on the Notice Board or Club windows prior to commencement of racing.
 - b. All responsible personnel to be briefed on the days expected weather.
5. **Wind Speed Limits, Etc.** (PRO / CRO)
- a. Course Race Officers to be aware of "wind speed limits" as produced by Yachting Victoria and to use these, together with other relevant conditions including sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of competitors racing.
6. **First Aid Provision**
- a. One Level 2 first aider available on shore at all times with access to the First Aid Centre

4.2 Risk Assessment and Incident Management

4.2.1 Risk Planning

There is always risk associated with sailing such as capsizes, equipment failure, fatigue of the crew and the like is an inherent aspect of and risk associated with sailing. The risks can be described as “*routine*” or “*normal*”. Competent preparation and management of this aspect of sailing is an integral part of race management.

All competitors should be aware of the risks associated with sailing, be aware of the sailing instructions and other relevant rules which indicate the competitor shall make their own decision to start, proceed and continue in a race.

Reference should be made to MSC Risk Management Plan for local and general identified risks

4.2.2 Emergency

For the purposes of the event/club racing an emergency will include but not be limited to:

- A situation where there is a missing person or yacht.
- A major incident on water where the resources of the event are unable to cope with the requirements of the situation.
- Any incident on-shore that would normally fall under the control of the Police and emergency services.

These incidents will be categorised in three phases (see 2.0).

4.3 Incident Communications

MSC will coordinate an on-water incident through VHF radio communications. Allocated channels will be detailed in the regatta plan.

It is anticipated that all rescue boats and other craft assisting in the event will use VHF Channel 72 for rescue coordination, should the situation arise. Alternate channels 74,73,77 may be used and will be advised at the pre-event briefing of rescue boat crews.

Mobile and land-line telephone communications will be used as a backup.

Police communications will be through a radio system under their control. Water police can be contacted through the emergency VHF channel 16 or by telephone. This contact will normally be made by the Rescue Coordinator / Race Director or PRO

Events where there is more than one course in use:

- Each course will require two working channels for dedicated use as follows:
 - Race Management - between all course boats and club
 - Results - finishing boat to club
- Where there are 2 courses communication between the RO's is required.
- Club will require communication to each course concurrently for status reporting purposes.
- PRO will require communication to each RO on a dedicated channel (common to all RO) as required.
- In case of emergency it should be possible to communicate to all courses concurrently.

4.4 Parties & Responsibility

The *Principal Race Officer* is responsible for the overall management of the Club Event.

The *Rear Commodore* is responsible for the competition management of the event and for the event coordination.

The *Rescue Coordinator* has overall command and responsibility for the rescue operations or until the Victoria Police or other responsible Emergency Services assumes control.

The *Assistant Rescue Coordinator* will respond to emergencies as requires and will include the obtaining of and increasing the size of the rescue teams and resources for use by the Rescue Coordinator.

In the case of a stage 2 or 3 emergency, coordination may transfer to the Victorian Police/Water Police. This decision will be taken by the Rescue Coordinator (in consultation with Race Officials) based on information received from the Race Officials. A meeting will be conducted by this committee with all relevant parties: Race Officers, Rescue Coordinators, Onshore Managers, prior to the event to outline the event procedures and policies. The same group will also be involved in the event walkthrough (if deemed necessary).

4.4.1 Rescue Coordinator

The rescue-coordinator will:

- Prepare and implement a rescue plan for each season.
- Recruit and train the rescue team.
- Manage the rescue program from ashore or delegate to experienced Club Member.
- Ensure that the rescue boats are appropriately equipped and operational.
- Determine the radio channel to be used for coordination of rescue activities.

The rescue coordinator is required to have completed the TL3 (or its equivalent) Rescue endorsement course as approved by Australian Sailing.

The rescue coordinator will appoint an assistant to assist in developing and implementing the rescue plan. An important aspect of the rescue plan will be the maintenance of an **injury log**.

5. General Principles

5.1 Racing Safety Conditions

Decision to conduct or abandon racing will be made by the PRO in consultation with Race management staff and Class representatives. Consideration will be made of YV guidelines, Class Racing recommendations, local weather, wind, sea state and capabilities of the participants and availability of rescue craft. Priority will always be given to safety of participants and race management staff.

Wind Warning Definitions	Strong wind warning	25-33 knots
Bureau of Meteorology	Gale warning	34-47 knots
(BOM)	Storm warning	48-63 knots

5.2 Race Management Procedures

- The rescue patrol will commence implementation from when boats commence to leave the beach until the last boat has returned to shore at the end of racing.
- After leaving the beach for each race session/day, the Tower Coordinator / rescue coordinator will advise the race committee of the number of boats that left the beach from the sign on records.
- The race committee will check all competitors as they arrive at the starting area and cross check against the total number that left the beach.
- The tower coordinator / rescue coordinator will advise the race committee when all boats have returned to shore or are accounted for. This will be done by checking both the sign off sheet for the day and an inspection of the boat park. Only when this has occurred will the rescue patrol cease for the day.

5.3 Incident reporting

All non-trivial injuries and incidents, both onshore and on-water, are to be notified verbally to the PRO and/or Club OOD for information and action as appropriate. A written report using the Club incident report is to be completed and passed to the Club for subsequent actions.

5.4 Post Incident Debrief

Following a significant incident (Stage 2 or 3), consideration should be given to conducting a debrief. This should look at:

- Areas where the Incident Management Plan was inadequate
- Areas where the Incident Management Plan was adequate
- Possible improvements to the Incident Management Plan.

If the incident involved serious injury to personnel, the process may identify the need for Grief or Trauma counseling for personnel involved in the execution of the Incident Management Plan.

6. Patrol Plan

6.1 Approach

At all times the ratio of rescue boats to competitor boats will be 1:15 for open category events & 1:10 for junior classes.

Each rescue vessel will have a designated area to patrol during the race and during transit of yachts to and from the race area. During scheduled races rescue craft and rostered crews are to be on station or as directed. In the situation where it calls for "all boats" are to be used, including coach boats. Jury boats, etc, will be classed as "rescue boats" as per sailing instructions.

6.2 Heading to the start:

When the yachts commence to go on-water heading to the start, rescue patrol boats split into 3 groups. Each group follows one third of the fleet onto course area. Protection of the fleet against local hazards associated with breakwater, pier and creek mouth when appropriate.

6.3 During the races:

Depending on the type of course used the course will be divided into a number of areas. Each rescue patrol boat assumes responsibility for one area.

- * Ideally at the start two boats would follow the fleet from the perimeter of the course at the yacht's speed.
- * One boat would follow up the middle of the leg towards the windward mark, staying behind the tail enders.

From this stage boats would then move to a pre-allotted patrol zone.

Generally 1 or 2 boats would cover each leg of the course with overlapping areas around the marks.

Boats will also be stationed at the windward & gybe marks (always a problem area).

6.4 Patrol zone allocation

Patrol Zones will be allocated to each rescue boat & recorded on the Patrol Boat Allocation Schedule

The plan ensures that all areas are covered by at least one rescue boat at any time.

6.5 Guidelines For Towing And/Or Anchoring Boats

If the situation permits, use a slow boat or small boat to tow yachts back to shore, for the following reasons:

1. A fast boat in most situations can still only tow at a slow speed.
2. Towing yachts can take up a lot of time especially if you have a long way to shore
3. A fast boat can cover more area in less time than a slow boat
4. In some areas it may be better to have small or slow boats used to take over a tow. This would apply where you may have sand bars, speed restriction, swimming, yacht moored etc, and a slower speed may be necessary.

If the situation calls for it consider anchoring yachts (Anchor line buoy clip).

Leave notification on anchored or drifting yachts that the crew have been recovered. (CREW SAFE indicator of red/white plastic tape)

If anchoring an abandoned yacht, any anchor and line available will suffice.

The rescue vessel will radio the position of anchored yacht to tower for later recovery and advise them of the crew removed from it. For a large regatta it would be impractical to have a sufficient number of anchors to enable this method to be used for all boats.

When deciding whether to anchor or cast adrift assessment of the wind direction / passage and availability of equipment should be made. When a boat is cast adrift towards the shore assistance from those on shore should be sought to minimise damage to the boat, if possible.

The primary purpose is to identify yachts where the crew has been removed. Any other rescue vessel that may find the yacht can see the tape and know that the crew has been recovered and they do not have to start a search for missing crew.

6.6 Ambulance Meeting Point

MSC will nominate a rescue boat landing / ambulance pick up point for the Ambulance coordination. Clearing this area for access must be given priority if required. Unless otherwise noted this point will be the landing adjacent to the club slewing hoist.

7. Personnel Duties

7.1 Rescue Coordinator

Name: _____

Purpose:

Overall Command and supervision of rescue operations, or until Vic Police Water Police assume control.

Duties: As per Operations Sheet.

NB: Assuming Rescue Co-ordinator is on shore.

If Rescue Co-ordinator is on water substitute Rescue Co-ordinator for Shore Coordinator.

7.2 Assistant Rescue Coordinator

Name: _____

Purpose:

To quickly increase the rescue team size and resources according to the changing needs, free Rescue Co-ordinator of handling operational detail, and provide the means to get a quick second opinion.

(a) Stage 1: Duties if Race Abandoned.

Following notification by RO that the race is abandoned,

- Scan and report distressed boats positions and status to shore co-ordinator (OOD)
- On approval from Rescue Co-ordinator, co-opt a club member to:
 - Check that retirement/declaration sheets have been placed on bench downstairs
 - Monitor sign off process until all competitors accounted for.
- When it is believed that rescue operations have been completed, check with Beach Master that all skippers and boats are accounted for and safely home.

(b) Stage 2 & 3: Duties if outside help required.

Following notification by Rescue Co-ordinator that the race is abandoned and that outside help is required,

- Confirm with Shore Co-ordinator nature of outside help required
- Authorise activation of the following roles:
 - Recover Co-ordinator
 - Pier Lookouts
 - Lookouts
 - Beach Party
- Phone the Duty Officer at adjacent yacht clubs and request or confirm nature of help required. Advise Rescue Co-ordinator of outcome when known.

- Remain by phone Rescue Co-ordination Centre. Answer calls and pass messages on to the Rescue Co-ordinator. Record messages and time of each message on pad.
- Advise Water Police / local police of possible incident as soon as possible. Continue to inform authorities of progress of rescues as appropriate.

Note:

A listing of most likely required phone numbers is provided in section 9.

7.3 Recovery Coordinator

Name: _____

Purpose

To manage and co-ordinate the recovery of skippers, crews and boats stranded away from club.

- * Co-opt a person (preferably a nurse, doctor or St John trained first aid person) as "Medical Co-ordinator" and give them duties sheet.
- * Co-opt three (3) "Beach Parties". Two persons to each party
- * Co-opt three (3) people to immediately proceed to vantage points approximately 2, 4 and 6 km downwind to act as "Lookouts" and give them duties sheet & appropriate equipment (Radio / phone etc.)
- * Report to tower and list boats (computer Print out?) on situation board (or attached sheet?)

Sample **Situation Board** Headings (or Sheets)

<u>Sail Number</u>	<u>Class</u>	<u>Skipper</u>	<u>Crew 1</u>	<u>Crew 2</u>	<u>Located</u>	<u>Recovered</u>

- * Co-opt "Relief/Recovery Crews" for rescue boats
- * Maintain rescue records on situation board (or sheets)

7.4 Beach Party

Name: _____

Name: _____

Purpose:

To assist in the minimising of injuries to persons involved in the rescue operations and to record skippers, crews and boats stranded in remote locations.

-Pad and pen

- * Co-opt a driver and car for medical transport if required. Hold on standby. If required, car should take an additional person to stay with injured at hospital so car can immediately return to club
- * Circulate in club gate / change room areas to check incoming skippers and crews for medical condition and requirements. Arrange assistance as required.

Be particularly on the lookout for hypothermia. If in doubt arrange treatment as if person is affected. See first aid sheets for symptoms and treatments procedures.

- * Keep reminding people in wet clothing to change into dry clothes & to keep warm.
- * Log names of persons attended to, their respective injuries and actions taken. Hand in list to Rescue Co-ordinator at conclusion of rescue activities.

7.5 Relief Crews

Name: _____

Purpose:

To provide relief crews for rescue boats and to keep ramp area free from returning yachts.

Equipment required:

Wet suit or minimum spray jacket / pants

- * Obtain and change into wet gear suitable for boats operations in heavy weather. Wet suits are desirable with spray jacket / pants over.
- * When changed, proceed to crane area for allocation to a rescue boat.
- * Whilst waiting,
 - Arrange for refilling of fuel containers where instructed -Assist incoming skippers / crews to clear ramps of their boats. -Maintain clear path from access road to clubhouse -Remind skippers & crews to sign off before going afloat on rescue craft -Assist Co-ordinator when necessary.
- * If allocated to a rescue boat, proceed to boat. Upon returning to the club, sign off.
- * If going afloat ensure adequate food and drinks on board.

7.6 Lookout

Name: _____

Name: _____

Purpose:

To provide spotting resources outside the tower visual range (nominally positioned 2, 4 and 6 km down wind of club)

Equipment required:

- Binoculars
- Pad and pen -Hand held radio

- * Report to Assistant Rescue Co-ordinator in tower
- * Identify what frequency is required to operate radio on.
- * Check radio
- * Identify location you are required to go to and proceed there
- * On arrival, carry out radio check with Co-ordination Centre.
- * Scan sector allocated and report status of any boat entering it. Where possible include sail number / hull number
- * Move to new position if requested to by Co-ordinators.
- * If radio fails, immediately return to the tower or phone the tower for further instructions

Phone Numbers: MSC

9580 8816

7.7 Pier Lookouts

Name: _____

Purpose:

To cover any tower blind spots.

Equipment required:

- Binoculars
- Clothing to protect from rain
- Pen and pad
- Hand held radio / mobile phone

- * Report to Assistant Rescue Co-ordinator in tower
- * Identify what frequency tower requires you to operate radio on
- * On arrival, carry out radio check with tower
- Continually scan over sector allocated to you by tower and report position and class of any distressed boats in your sector.

-

8. Emergency Procedure Operations Sheet

STAGE 1: ABANDON RACE

Rescue Co-ordinator	Assistant Rescue Co-ordinator
RO advise Rescue Co-ordinator and Patrol Scan & assist rescue operations Boats.	Begin listings of distressed boats
Activate Assist. Rescue Co-ordinator	Check all boats / skippers / crews home
Scan & supervise rescue <u>operations</u>	Operate radios

STAGE 2: OUTSIDE HELP REQUIRED

Further deterioration in weather, inability to cope with rescue operations required

Rescue Co-ordinator	Assistant Rescue Co-ordinator
Station Rescue Boat at leeward perimeter of course	Request help. Confirm boats names and call signs.
Radio / phone Water Police. Request help. Ensure Police are kept advised of the current level of seriousness of the situation. Be prepared for the Police to be unable to render assistance.	Activate the following roles: <ul style="list-style-type: none"> • Recovery Coordinator • Pier Lookouts • Lookouts • Beach Party
Scan & supervise rescue operations	Commence recording of all boats / skippers & crews home
Advise all persons assisting search when rescue operations are complete... or give further instructions.	100% confidence that all boats have returned to club

STAGE 3: ABANDON BOATS & RESCUE SKIPPER & CREWS

Severe conditions, poor visibility, heavy seas, boats untowable, major proportion of fleet affected, **winds** over 35 knots. (If severe – expect that it may be short lived and blow through quickly)

Rescue Co-ordinator	Assistant Rescue Co-ordinator
Notify Rescue Boats to abandon yachts & pick up skippers / crews.	Activate the following roles: <ul style="list-style-type: none"> • Recovery Coordinator • Pier Lookouts • Lookouts • Beach Party
Maintain plotting of boats and their status with A.R.C. supervising rescue operations.	Co-opt: 'Messenger'
Check all persons assisting search when rescue operations are complete, or future search details	Maintain plotting of rescue boats and distressed boats with Rescue Co-ordinator
Advise Water Police if members cannot be accounted for.	

9. Useful Phone Numbers

Bureau of Meteorology	9602 4730
Ambulance	000
Police:	
Emergency	000
Non-urgent	131 444
Water Police	9399 7500
 Search and rescue	
Mordialloc	9588 2988
Chelsea	9772 3200
 Coast Guard	
Sandringham	9598 7003
Carrum	9772 7638
St Kilda	9525 3714
 Life Saving Clubs	
Aspendale	9587 2474
Mordialloc	9580 6264
 Medical	
Sandringham Hospital	9076 1000
McDonald St, Medical Centre	9580 6111
 City of Kingston	1300 653 356
 Adjoining Clubs	
Chelsea	9772 2854
Parkdale	9580 2788
MMYC	9580 1203

10. Related Documents and References

10.1 Related Documents

- Incident management roles
- Communication Allocations and staff
- Situation Monitor Sheet
- MSC Incident and Injury Report

10.2 References