



# **Mordialloc Sailing Club (MSC)**

## **Emergency Procedures**

**Including for Sail Training**

### **DOCUMENT CHANGE CONTROL**

<b>VER.</b>	<b>DATE</b>	<b>UPDATED BY</b>	<b>DESCRIPTION</b>
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## INTRODUCTION

Mordialloc Sailing Club Inc will conduct a variety of sailing, off water and a mix of both events and activities at various times.

The Sailing can take the form of racing, social events and training.

The training can take the form of Discover Sailing Centre (DSC) courses and Australian Sailing training and coaching programs.

## 1 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 response for incidents, both on and off water
- \* A co-ordinated rescue plan for participants at Mordialloc Sailing Club Events **except** when covered by the [MSC Incident Management Plan \(eg: club racing and regattas, click here to download\)](#).

## 2 APPROACH TO SAFETY within the Club Environment (Off-water) and when Afloat (On 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
- COVID Safe Plan
- MSC Sailing Instructions
- MSC Operating Procedures – Sail Training
- MSC Incident Management Plan

### 2(a) Risk Mitigation

Risk Mitigation is achieved by identifying “Hazards” and appropriate “Treatment” of those as detailed in the MSC Risk Management Tables. Including but not limited to the following:

- 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.
- MSC Child Safety Policy and MSC's various Codes of Conduct will be maintained and actioned as appropriate, including Child Safe Training
- Regular monitoring of Rescue Boats and Safety Equipment and an accredited routine service schedule.
- Adequate training of Rescue Boat crews in how to respond to emergencies.
- The MSC Risk Management Plan & Tables will be maintained and actioned as appropriate..

## **2(b) Parties and Responsibilities**

<b>Party</b>	<b>Responsibility for:</b>
Commodore	good management of the Club through its elected officers.
Vice-Commodore	the House Committee
House Committee	maintenance of the Club House, safe conduct of social and other off-water events
Rear Commodore	on-water activities and equipment
All club members	acting safely at all times and assist visitors in event of incident.
Member Protection Officer	supporting members in compliance with the MSC Child Safety Policy
Commodore	compliance and reporting of any notifications as required by legislation supporting Child Safe Standards
Discover Sailing Principal	compliance with Australian Sailing DSC Operating Standards and Guidelines

## **3 EMERGENCY RESPONSES – OFF WATER**

### **3(a) 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(b) 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

- A full First Aid kit can be found on the shelves in the MSC office.
- A mini First Aid kit is kept in the cupboard in the Sail Training room.

- Ice packs are in the freezer (to the left of the sink) in the kitchen.
- Additional bandages (Band Aids/ Elastoplast) of varying sizes are available from the cupboard to the left of the kitchen sink.

### **3(c) Fire**

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

- The emergency evacuation assembly point is the beach in front of club.

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.

- Fire extinguishers can be found in the **Tower**, in the **Shed** next to the rear door and next to the door to the club rooms, in the **Kitchen** (also has a fire blanket) and in the **foyer** between toilets and main Club room.
- A Fire hose is on the inside wall of the wet entry and in the main club rooms on the wall next to the entry to the Shed.

If fire cannot be quickly contained call 000 request fire brigade

### **3(d) 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(e) 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

## **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.

## 5 EMERGENCY RESPONSES – ON WATER

For a full coverage of the Approach to Safety when afloat (On Water) refer to the [MSC Incident Management Plan \(eg: club racing and regattas, click here to download\)](#). This MSC Incident Management Plan (IMP) document takes precedence over this MSC Emergency Procedures document.

### 5(a) Emergency Levels

The MSC IMP IN 4.2.2 clarifies an 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 are categorised in three phases:

With additional words in **red font to include training events**

#### Phase 1:

- Rescue or assistance to competitors/**trainees** by Patrol Boat crews who observe an on-water incident and respond. **And /Or**
- The Control Tower/**On Shore Coordinator** giving a direction for a Patrol Boat to assist a competitor/**trainee** 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/**Onshore Radio Coordinator with call sign “Mordy Beach”**, under direction of the Principal Race Officer or the Onshore Officer of the Day/ **Sail Training Coordinator**, assumes responsibility for coordination of assistance to competitors/Members/**trainees** following a change in weather conditions. This coordination may result in directions being given to Patrol Boat crews.

#### Phase 3:

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

### 5(b) Guidelines for towing And/Or Anchoring boats

Refer to the [MSC Incident Management Plan](#) for detail on towing and anchoring. The following is extracts copied from that.

- *Leave notification on anchored or drifting yachts that the crew have been recovered. (CREW SAFE indicator of red/white plastic tape)*
- The rescue vessel will radio the position of anchored yacht to tower/**On Shore Coordinator** for later recovery and advise them of the crew removed from it.

- 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

### 5(c) Entrapment

All Instructors, Coaches and rescue boat crews should be briefed on the risks and dangers of entrapment and methods of recovery:

- All rescue boats should be equipped with sharp serrated knives to cut sheets, trampolines, harnesses etc., to free a sailor and wire/bolt cutters to cut rigging
- Immediately it becomes apparent that a sailor has not surfaced and may be entrapped, ***all efforts should be directed towards righting the boat as quickly as possible to bring the sailor to the surface***
- In the case of catamarans, rescue boats should also be prepared to cut the trampoline
- When the sailor has been brought to the surface, other equipment that should be carried by the rescue boat crew should be used to release the trapped sailor

### 5(d) Treating Hypothermia

#### Call 000 if you suspect Hypothermia

#### Symptoms of Hypothermia in adults and children include:

- Confusion, memory loss or slurred speech
- Drop in body temperature below 35 Celsius
- Exhaustion or drowsiness
- Numb hands and feet
- Shallow breathing
- Shivering

#### Symptoms of hypothermia in infants include:

- Bright red skin, cold skin
- Very low energy level

#### Restore warmth slowly.

- Get the person indoors
- Remove wet clothing and dry the person off, if needed
- Warm the persons trunk first, not hands and feet. Warming extremities first can cause shock
- Warm the person by wrapping him or her in blankets or by putting dry clothing on the person
- Do not immerse the person in warm water. Rapid warming can cause heart arrhythmia
- If using hot water bottles or chemical hot packs, wrap them in cloth; don't apply them directly to the skin

#### Begin CPR, if necessary, while warming the person:

- If the person is not breathing normally
- For a child, start CPR for children
- For an adult, start adult CPR
- Continue CPR until the person begins breathing normally or emergency help arrives

**Give warm fluids**

- Give the person a warm drink, if conscious. No alcohol, no caffeine.

**Keep body temperature up**

- Once the body temperature begins to rise, keep the person dry and wrapped in a warm blanket. Wrap the persons head & neck as well.

**Follow up**

- At the hospital, health care providers will continue warming efforts, including providing intravenous fluids and warm, Moist oxygen.

**5(e) 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. If the patient is unconscious or immobile the preferred point is the floating pontoon in the creek opposite the Club.

**5(f) Emergency Incident Communication**

MSC will coordinate an on-water incident through VHF radio communications.

*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 (9399 7500) This contact will normally be made by the Rescue Coordinator / Race Director / PRO or **Sail Training Coordinator**

Events where there is more than one course/**training area** in use:

- Where there are 2 courses/**training area** communication between the RO's/**Instructor/Coach** is required.
- Club will require communication to each course/**training area** concurrently for status reporting purposes.
- PRO will require communication to each RO/**Instructor/Coach** on a dedicated channel (common to all RO) as required.
- In case of emergency, it should be possible to communicate to all courses/**training areas** concurrently.

**5(g) Parties & Responsibility**

In the absence of a **Rescue Coordinator** as defined in the MSC IMP **the Sail Training Coordinator** will hold this Role and has overall command and responsibility for the rescue operations or until the Victoria Police or other responsible Emergency Services assumes control.

In the case of a phase 2 or 3 emergency, coordination may transfer to the Victorian Police/Water Police. This decision will be taken by the Rescue Coordinator/**Sail Training Coordinator**, in consultation with Race Officials/**Instructors/Coaches**, based on information received from the them.



The Sail Training Coordinator will assist the Rescue Coordinator to:

- Update and implement this **Emergency Procedure plan** for each season.
- Recruit and train the rescue/**Instructor/Coaching** team.
- Manage the Emergency Procedures implementation 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 Australian Sailing Safety Boat Handling course (or its equivalent).

The Rescue Coordinator will appoint an assistant to assist in developing and implementing the **Emergency Procedure** plan. An important aspect of the **Emergency Procedure** plan will be the maintenance of an **injury log**.

## 6 GENERAL PRINCIPALS

The provisions of the [MSC Incident Management Plan](#) under the heading of General Principals, Patrol Plan applies when any racing is being conducted.

**When only training courses are involved**, the following applies:

### 6(a) Training Safety Conditions

#### (i) Decision to conduct or abandon

- Decision to conduct or abandon on-water training will be made by the Sail Training Coordinator (STC) in consultation with an Onshore Coordinator (if appointed) and Instructors. If any of these sees reason to abandon on-water training for an Instructor's group then that group will immediately return to shore and other Instructors and Coordinators will be asked to consider if they also need to abandon their groups.
- Consideration will be made of AS guidelines, 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 rescue & training staff/volunteers.
- In the event of **any Wind Warnings** issued by the Bureau of Meteorology (BOM) (eg: Strong Wind Warning 25-33 knots; Gale Warning & Storm Warning) there will be **NO on water training** sessions.

#### (ii) Instructor/rescue boat ratio

- Consideration will be made to keep within AS guidelines but also MSC guidelines being 1 rescue boat per 5 trainee boats.
- Consideration also given to the local weather conditions and capabilities of participants to avoid the possibility of the Instructor/rescue boats for that course needing to rescue more than is capable at the same time. A reduction to 1 rescue boat per 2 or 3 participant trainee boats is acceptable.

- No trainee boats are to leave shore until the Instructor/rescue boat for that group is waiting on water and the on shore coordinator gives the go-ahead to launch after checking with the Instructor for that group.
- The STC / On Shore Coordinator or Instructor may require a rescue boat for a different group to monitor other groups while a rescue boat is occupied in the rescue and/or return to shore of a training boat.

#### 6(b) Incident Reporting

- All non-trivial injuries and incidents, both onshore and on-water, are to be notified verbally to the PRO/**STC** and/or Club OOD/**On Shore Coordinator** for information and action as appropriate. A written report using the [MSC Incident and Injury Report \(click here to view/download from MSC website\)](#) is to be completed and passed to the Club for subsequent actions.

#### 6(c) Running the Training Programs

The following are extracted from the MSC Operating Procedures – Sail Training and are those specific to safety and emergency

##### (i) Sail Training Coordinator (STC) or onshore coordinator

- Be the key person responsible for on-shore emergency situations and work with the Instructors for on-water emergency situations.
- Monitor weather, Instructors and students on water and be prepared to call specific or all programs to return to shore before becoming unmanageable and well before being unsafe.
- Coordinate parents ... of OziOptis and by radio with Instructors to meet them on return to shore.

##### (ii) Instructors

- Be the key person responsible for on-water emergency situations and work with the STC (or onshore coordinator if different) for on-shore emergency situations.
- **For each session** conduct a role call. Ensure all students are signed in at the beginning and signed-off at the end
- **In the first session** for each student you find a PFD that fits properly and record the number on the PFD onto the Sign on-Sign off sheet. **In all sessions** ensure students are wearing the correct PFD and it fits properly.
- Ensure students are aware of the safety requirements applicable to them in regards to the environment they are sailing in, what to do if they need help, where safety equipment may be found etc.
- Ensure students have the appropriate clothing for the conditions, correct footwear and sun protection i.e hats, sunscreen etc
- Ensure students stay hydrated at all times. This may involve taking water bottles out in the training boats or scheduling a break or breaks to give them the opportunity to have a drink.

#### 6(d) TRAINING LOCATIONS at MSC

##### (i) On Land

- **The Training Room** (or “The Long Room”.) course groups will rotate out of this room when other groups wish to use the Sailing Simulator. Otherwise preference is given to Tackers groups.
- **The Beach and Rigging areas** may also be used for training exercises and Tackers games but not the parking areas, storage yard or sheds.

**(ii) On Water**

- MSC may run a number of different training programs at the same time. Instructors need to **consult with the STC** for an appropriate on-water training location to avoid overlaps and keep a safe distance away from sandbars, the creek and pier.
- The boundary for the **on-water training** locations will be at least 50 meters clear of the beach (to be clear of sandbars), at least 50 meters south of the pier (to keep a safe distance from the rocks surrounding the creek entrance and the pier) with a boundary extending out parallel to the pier, finally no further than an arc of 400 meters from the club building.
- **The shallows** out to the sandbars may be used for demonstration exercises when waves are insignificant.

**6(e) LAUNCHING AND RECOVERY of training yachts**

- Due to the many sand bars in our yacht launching area we need to manage and supervise the launching and recovery of the training boats at all times. This is primarily to ensure the safety of our students and secondly to minimise the damage to training boats.
- Whenever there is an onshore wind direction, trainees must launch at least 100 meters south of the club ramp (to ensure that they keep 50 meters south of the pier).
- There must be a safety boat ready to assist on the water before students launch.
- Beach trolleys should be left on the beach sufficiently away from the waters edge to ensure they are not swamped when the tide comes in.
- When running programs with the pacers we place an experienced sailor on board for the students’ first sail.
- Before the group comes off the water, an Instructor, Assistant or experienced parent(s) need to be waiting in the shallows to assist students if needed.

## 7 USEFULL PHONE NUMBERS

MSC Sail Training Coordinator	0415 595 754
The MSC office	9580 8816
MSC Member Protection Officer	0407 486 193
<b>Bureau of Meteorology</b>	9602 4730 <a href="http://www.bom.gov.au">www.bom.gov.au</a>
<b>Ambulance</b>	000
<b>Police</b>	
Emergency	000
Non-urgent	131 444
Water Police	9399 7500
Search & Rescue	
Mordialloc	9588 2988
Chelsea	9772 3200
<b>Coast Guard</b>	
Sandringham	9598 7003
Carrum	9772 7638
St. Kilda	9525 3714
<b>Life Saving Clubs</b>	
Aspendale	9587 2474
Mordialloc	9580 6264
<b>Medical</b>	
Sandringham Hospital	9076 1000
McDonald St, Medical Centre	9580 6111
City of Kingston	1300 653 356
<b>Adjoining Clubs</b>	
MMYC	9580 1203
Parkdale	9580 2788
Chelsea	9772 2854

END.