



Hunters Hill Sailing Club

Sailing Operations Plan

2018-19

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OBJECTIVE:

TO PROVIDE A SAFE ON-WATER ENVIRONMENT FOR PARTICIPANTS HAVING DUE REGARD TO BOTH EXPECTED AND UNFORSEEN CONDITIONS

1. INTRODUCTION

1.1 Preamble

This document provides:

- a co-coordinated race operations plan (ROP) for participants taking part in on-water activities including training, general boat handling and racing in the HHSC seasonal Pointscore and Club Championship, and
- a co-coordinated incident management plan (IMP) for the season.

The primary objective of the race operations plan is to attempt to ensure the optimum deployment and utilization of race management boats and personnel. The purpose of the incident management plan is to ensure that the appropriate reaction is taken to any incident that does occur.

1.2 Safety Environment

The record of inshore dinghy sailing indicates it is a relatively safe sport, where incidents in which participants are placed in real danger of serious injury or death are very infrequent. The success of events and the popularity of sailing generally have, however, resulted in a crowded waterway around Hunters Hill Sailing Club, and this itself is relevant to the operation of Race Management Boats.

Capsizing is a normal part of sailing and even the youngest sailing crews are normally required to be able to recover their own vessel from a capsize.

1.3 Race Management Boats

There are three types of Race Management Boats all of which will be at the direction of the officer in charge of the race, designated the “Principal Race Officer” or “PRO”.

1. *Committee Boats*, being those engaged in or stationed for the starting or finishing of races. The PRO will generally be located on a Committee Boat.
2. *Reaction Boats*, being those whose primary duty during the race is to monitor the safety of the fleet and respond appropriately to various circumstances. Reaction Boats may also be used to lay or pick up marks.
3. *On Water Adjudicator Boats*, being boats which will carry on water judges and will roam through the fleet.

4. *Coach Boats*, being those whose initial duties might be the coaching of sailing boats, but whose ultimate duty still remains to monitor safety and respond to circumstances as necessary.
5. *Spectator Boats*, being those boats arranged by the Event Committee to take spectators to the course area, and which may, in an emergency, be called on to assist with support activities.

1.4 Basic Principles.

- **In an emergency the priority is to ensure the safety of COMPETITORS not BOATS. Drifting or anchored boats can be picked up later. If Reaction Boat Crews believe that ‘crews are at risk’ they may direct that the crews in question are to be rescued.**
- In responding to situations, the provision of assistance by Reaction Boats or Coach Boats must not be influenced by the club to which the sailing boat or the responding boat belongs. All boats requiring assistance must be treated equally on the basis of need.
- Reaction Boats should be positioned appropriately around the course perimeter to provide maximum coverage of all areas. However, as much as possible they should stay outside the course area, so as not to themselves constitute a hazard to racing craft.
- Coach Boats should not be within the course area. They must remain at least 100 metres from competitors from the “Warning Signal” until the competitor finishes the race or retires. An exception to this rule may be made for junior coaching for non-club championship races at the discretion of the PRO and on the advice of the Junior Class Secretary.
- Coach Boats may be called upon to provide an initial safety check on any capsized or distressed sailing craft in their vicinity, and should in any case do so as a matter of course.
- Spectator boats should remain outside the course area during racing.
- Any situations that Reaction Boat crews believe warrant attention should be reported to the PRO immediately and, unless safety requirements dictate otherwise, before any action is to be taken.
- 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.

2. PATROL PLAN

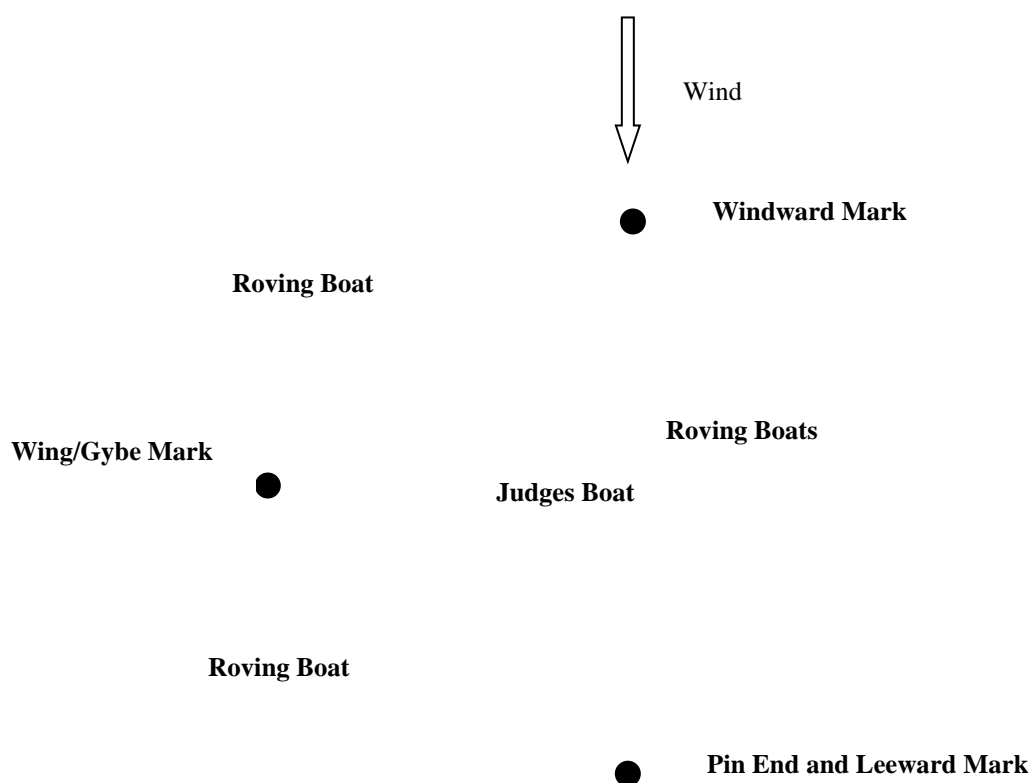
2.1 Resources

Resources consist of race management boats, the PRO, boat drivers and rescue boat observers.

2.2 General Approach

Each Reaction Boat will have a designated area to patrol during the race. During the race the Reaction Boats are to be on station or located as directed by the PRO. Reaction Boats will allocate a patrol zone. They should only move away from their allocated zone with the approval of the PRO.

Boats designated as “roving” will monitor the fleet, coach boats, spectator craft and other external influences on the fleet, provide advice to the PRO on risks and incidents and respond to the directions of the PRO.



2.3 Retiring Boats

If Reaction Boat resources are available, the PRO may allocate one Reaction Boat to cover a position where it can take the sail numbers of sailing boats retiring from the race and returning to the club while still being of assistance in generally monitoring the race area.

A boat so positioned should report any boat retiring to the PRO. Retiring boats should be encouraged to sail past this boat and report their intentions.

2.4 Position on Station

All boats should remain in their allocated patrol areas unless directed by the PRO or Incident Manager to change area or come ashore when all boats are accounted for.

To avoid themselves becoming a hazard to racing craft, Reaction Boats should maintain a station that is outside the normal stream of racing craft. For those monitoring boats on a work, this generally means taking a station outside the lay lines being used by the majority of racing boats.

If a Reaction Boat observes a 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 Reaction Boat to move into the stream of racing craft, they should remain alert and keep clear of the racing craft. Monitor and report the condition of boat and crew to the PRO. Only intervene with the approval of the PRO.

2.5 Heading to and from the Start

Racing boats should make their way to the start without the assistance of Reaction Boats.

Boats may be assisted to return to shore between races and at the completion of racing for the day.

2.6 Coach Boats

Coach Boats must respond to reasonable requests by the PRO, Reaction Boats or Committee Boat for the Coach Boat to check on the safety of a nearby racing 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.

3. GUIDELINES FOR RESPONDING TO CAPSIZES AND OTHER CIRCUMSTANCES

3.1 Risk Analysis

Responding appropriately to circumstances is dependent on an understanding of the areas of greatest risk. In the order of the severity outcome, combined with the urgency of the needed response, the more significant risks are:

- **Crew becoming trapped in a capsize and pinned underwater**
 - This (fortunately) is an extremely rare occurrence. This makes it difficult to generalise about the type of boat or circumstances in which it is likely to occur. Common sense suggests the more rapid or unexpected the capsize, the greater the risk but also the risk should never be underestimated for boats where only children are aboard. It is important quickly to determine the total number of crew on a capsized boat.
- **Crew member suffering sudden onset severe illness (e.g. heart attack)**
 - This is probably more likely for adult crews, although allergic reactions or food poisoning could cause similar problems for younger sailors.
 - The onset of the problem could bring about a capsize.
- **Injury through a collision or on board incident**
 - Once again, this may sometimes manifest itself in a capsize.
- **Hypothermia**
 - Sailors may find themselves with inadequate protection from the cold. The risk is greater if there has been a quick change in weather conditions. Younger sailors may be involved. The first sign is likely to be shivering. More advanced hypothermia causes lethargy, drowsiness, confusion, slurred speech and eventually loss of consciousness. Hypothermia requires urgent attention.
- **Man Overboard or separated from capsized boat**
 - This may manifest itself in a boat sailing in an unusual manner or drifting rapidly downwind in a capsized state. In our relatively benign climatic and geographic conditions the greatest risk for such a sailor is probably being struck by another boat or exhausted by swimming back to their boat.
- **Panic reaction by younger sailor**
 - This can be a reaction by inexperienced sailors to a capsize, especially if they are having difficulty in recovering the boat or climbing aboard afterwards.

This list is not to be exhaustive and what follows is that the most important duty of Reaction Boats is to observe. Count heads after a capsize and look for signs of distress or unusual behaviour, but move in to assist only when necessary and don't be excessively distracted by boats that are obviously merely righting themselves from a capsized state. At all times there must be sufficient Reaction Boats available for observation. Too many should not be tied up with towing duties – which in the end are more about protecting boats than people.

- **Benign or moderate weather conditions**
 - Where a single or limited number of boats are in difficulty in benign circumstances, then a Reaction Boat may seek permission from the PRO to take

them in tow. Whether they are delivered back to their club or to a nearby beach will depend on the circumstances and, especially, whether there are excess Reaction Boats such that remaining boats can cover the station of the missing boat.

- 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.

- **Stronger Winds**

- When the wind regularly exceeds 15 knots, the possibility exists of large number of boats being requiring monitoring or assistance at the same time. If it regularly exceeds 20 knots it is highly likely that this will be the situation. When there are significantly more boats in the water than there are Reaction Boats to look after them, special management arrangements are needed to ensure that all are attended to as soon as possible and in priority order. These arrangements are described below.

3.2 Overall Management

No individual Reaction Boat can expect to keep up to date with all that is going on under these conditions. They must therefore operate under the direction of the PRO. They should work in the area allocated to them by the PRO and keep the PRO informed on the situation where they are. This will include advising her of the identity and situation of each boat attended to. That way the PRO can ensure that the whole fleet is dealt with as soon as possible and in an appropriate priority order.

3.3 Look after the Crew First

People have priority over boats and if the crew is injured, showing signs of hypothermia or frightened they should be taken on board the Reaction Boat first and their condition assessed. If they need urgent attention the Reaction Boat crew should explain the situation to the PRO and seek direction as to how the crew is to be taken for the necessary attention. The PRO may allocate a different Reaction Boat to this task. The boat may be left in the water for attention later. If necessary and if a suitable anchor and tackle is available the boat may be anchored but should in any case be marked to indicate the crew has been taken off. When removing crew from a competing yacht, a length of rope with a snap shackle, and red float on the end should be attached to the forestay/shroud. This will signify to other rescue craft that the crew has been removed.

The PRO should be advised of the identity of the boat and the action taken.

3.4 Only Give Assistance if it is Urgently Needed

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. 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, in a situation where there are many boats to be attended to the Reaction Boat crew might ask them if they can wait and leave them where they are if possible (however, extreme care should be exercised if asking this of younger crews as they may feel pressure to inadvisably agree). The PRO should be advised of the identity of the boat and the action taken in each case so it can be followed up later.

3.5 Leave the Boat

If it is necessary to take the boat in tow don't necessarily attempt to tow it back to the Club. If the crew is OK leave both them and boat at the nearest safe point, inform the PRO of the action taken and return to duty on the course.

Greenwich Sailing Club, Balmain Sailing Club, Drummoyne Sailing Club, Mort's Dock and moored yachts/powerboats all should be considered as safe points, depending on weather circumstances.

3.6 Towing Boats Back to the Club

When the situation is stabilized, the PRO will decide the order in which boats should be towed back to the club and which Reaction Boats can be released from rescue duty for towing. Reaction Boats must operate under the PRO's direction, as he/she will be in the best position to set priorities.

3.7 One Reaction Boat

There can be a tendency for Reaction Boats to cluster around a single boat requiring assistance, especially if it takes time to sort out. This should not occur. Only one Reaction Boat should assist or stand by a boat requiring assistance unless the first boat has requested additional help. All other Reaction Boats should remain on station and watch out for other boats requiring assistance.

4. GENERAL RACE MANAGEMENT

The PRO should make every effort to start at the scheduled time.

Racing should be abandoned or postponed ashore where the PRO considers it necessary for the safety of the competitors. As a guide, abandonment or postponement should seriously be considered if the wind exceeds 25 knots for a period of 1 minute or any gust exceeds 30 knots. The PRO may delay the abandonment of a race substantially underway to finish fleets approaching the finish or on a shortened course if the parameters are exceeded to a modest extent, there is no indication of conditions substantially deteriorating and the remaining racing craft and Reaction boats are not being overwhelmed by the conditions.

The PRO is to postpone or abandon racing should the Bureau of Meteorology be posting a "Gale Warning" for the racing area for any time during the expected racing period.

All Committee Boats, Reaction Boats and Coach Boats will have a radio tuned to VHF channel 73. Channel 72 may be used as an alternate if channel 73 becomes congested. The PRO will notify race management staff of any change of channel.

Secondary communications are to be carried out on mobile phones.

The Reaction Boat Coordinator should ensure that race management boats have the following flags:

(a) Committee/Start/Finish Boat

Class flag/s, AP, A, C, H, I, L, M, N, S, X, Blue, Green, Red, Black.

(b) Mark Boats

Support boat flag, Red, Green, L, M, S, and C.

(c) Other Reaction Boats

Support boat flag

(d) Ashore

AP, L, A, H

5. INCIDENT MANAGEMENT

The PRO has overall responsibility for running of a race. However, when circumstances warrant, the PRO will pass responsibility for the co-ordination of support management over to the Incident Manager.

Stage 1: Conditions are Marginal.

Following notification by PRO that the conditions are marginal:

- Have the support team prepare in case an emergency is declared or their services are required at this state of readiness. Have lookouts and begin to get a picture of what is going on where. They may only be required to assist in spotting boats returning to the HHSC.
- Check that the Sign On Desk or Automated Token system is in its designated area and manned or operational as appropriate. The Desk or automated token system is to be monitored such that:
 - a controlled check is required as boats come ashore.
 - if a full emergency is declared, the Incident Manager or the Shore Race Officer must be keep up to date of the status of returning boats.
- Have international code flag 'N' over 'A' ready for hoisting. This provision may be used at this level of readiness at the discretion of the Principal Race Officer. Advise Safety Officers if this flag is to be raised at this stage.
- Advise the Support Co-ordinator if a support boat is required to send novice sailors ashore. This should be done as soon as possible so the racing fleet can be concentrated on.
- When it is believed that support operations have been completed, check with the Safety Officers that all skippers and boats are accounted for and safely home.

Stage 2: Duties if Emergency Declared.

Following notification by PRO that an Emergency has been declared:

- Ensure the activation steps in Stage 1 above have been implemented. Advise the Shore Race Officer of the state of readiness of the support team.
- Have the Shore Race Officer/ Assistant Shore Race Officer contact the local Water Police
- Advise all members of the support team that an emergency has been declared and they are to proceed accordingly.
- Have international code flag 'N' over 'A' hoisted.
- Advise on site Medical Staff to be ready.

Stage 3a: Duties if Outside Help Required.

Following notification by the Support Co-ordinator that an emergency has been declared and that outside help is required:

- Ensure that the activation steps in the previous stages have been implemented.
- Have the Shore Race Officer/ Assistant Shore Race Officer contact any or all of the following organisations and request assistance:
 - RMS
 - Ambulance
 - other Clubs
- Shore Race Officer/Assistant Shore Race Officer to enlist lookouts and assist Shore Race Officer as required.

Stage 3b: Abandon Boats...Secure skippers and crews.

- Ensure all staff know that boats are being abandoned and that the recovery team and Support Officers know to check with the skippers and crews as they come ashore whether their boat is on the beach or been abandoned.

Supervise staff and assist Shore Race Officer as required.

Primary Support Team Leaders

Incident Manager:

Purpose: Overall command and supervision of support operations, or until Sydney Water Police assume control.

If Incident Manager is on water substitute Support Co-ordinator for Shore Co-ordinator.

The Race Officer will assist the Incident Manager if an emergency is declared.

Shore Race Officer:

Purpose: Implementation, command and supervision of the on shore aspects of support operations.

Duties: To activate and control the on shore aspects of the support operations as covered in the supplied duty statements. To keep the Support Coordinator and Principal Race Officer informed as to the situation.

Assistant Race Officer:

Purpose: To quickly activate the support team and increase resources according to the changing needs, free the Shore Race Officer for handling operational detail, and provide the means to get a quick second opinion.

6. RESCUE BOAT OPERATIONAL PROCEDURES

- All rescue boat drivers must be registered with the club as approved drivers.
- Drivers must hold a current General Boating Licence.
- Drivers and deck hands must have attended a rescue boat safety seminar to be conducted prior to each sailing season, and at other times as required. Deck hands may be trained by drivers if unable to attend seminars, or in emergency situations.
- Drivers and deck hands must be able to operate the VHF radio, and be familiar with the correct call and sign-off procedures.
- It is desirable that boats are operated with a minimum of a 2-person crew, however, when engaged in towing, a deck hand must be carried.
- Reaction boat crews must be kept to a safe minimum in extreme weather conditions.
- Reaction boats must patrol the course to ensure all areas are covered, and rescue is rapidly available to all competitors during the race.
- Sailors requiring assistance will raise one arm vertically above their heads, and reaction boats must respond immediately, or radio another boat if unable to attend.
- Reaction boats which are carrying out a rescue and are unable to attend any other incidents, are to advise other rescue operators of their unavailability.
- The Starter must be advised of any competitors that have withdrawn or are unable to continue in the race.
- Towropes are to be attached to the disabled competitors in accordance with the agreed procedures shown on the attached diagrams if possible, and led from the rescue boats bridle to facilitate ease of steering when tow is under way.
- The pre-departure checks as shown on attached page are to be conducted by rescue crews prior to reporting for duty.
- In the event of an incident resulting in personal injury to a crew member or competing sailor, an Incident Form must be completed and returned to the Commodore for action and filing.

6.1 Towing Procedures

The following procedures will be applied when possible by reaction boat crews, and the crews of disabled boats, so that a standard approach is adopted, which all members will be familiar with.

- Attention is drawn to a reaction boat for help by a crew member of the disabled boat raising one arm in the air.
- When conditions allow, mainsail must be lowered and stowed safely within the skiff.
- If mast is broken, it must be tidied up and stowed along the hull.
- If capsized, boat must be righted if possible.
- Rudder and fin must remain in place (fin may be raised).
- Reaction boat will approach the disabled boat from upwind to maximise distance from disabled boat and crew to rescue craft propeller.

- A towline will be thrown to the forward hand or skipper of the boat as appropriate. After assessment of the situation and removal of crew from the boat or water, the reaction boat skipper may elect to tow the boat using the 'sailbaord' mode or other as appropriate to conditions.
- If using a towline, the towline must be led through the bow tow ring, or taken around mast as appropriate.
- The towrope is then led to the mast and led around it two or three times.
- The towrope is then hand held and **not** tied off or cleated.
- The reaction boat must not become captive of the disabled skiff.
- The boat is then towed to the most convenient safe point or back to the Club rigging area if time allows.
- The disabled boat must release the towrope immediately if requested at any time to do so.
- Care must be taken to balance a boat when under tow, and it must be steered at all times to assist in directional stability.

6.2 Reaction Boat Pre-Departure Checks

- Check fuel level to ensure sufficient for the operation
- Check all safety equipment is on board
- Check that towlines are on board and are clear and ready for use
- Carry out radio checks with other reaction boats and PRO
- Advise other reaction boats that you are on the water and ready for duty
- Check to see if folder containing
 - Log sheet,
 - Courses,
 - Incident Report sheets,
 - Support Management Plan; and
 - Pencil is on board.
- Ensure any new crew or passengers have been briefed on lifejacket stowage and the Support Management Plan.

6.3 Reaction Boat Equipment:

- Lifejackets for number shown on capacity plate
- Bucket with lanyard
- Anchor, chain and line
- Towline (20m) X 2
- Towing bridle for transom
- Boat hook
- VHF radio, Club working channel 73 displayed

- Waterproof First Aid kit, bottled fresh water, plus sun screen
- Folder with the following: Club sailing courses, Incident/ accident report sheets, Log sheet and rescue operations.
- Tool box with the following: shackle key, knife, screw drivers, shifting spanner, duct tape, red/white tape, rags and WD40.

7. RADIO OPERATORS GUIDELINES

The following instructions are for the guidance of accredited rescue boat drivers and any other persons using or crewing the Club's rescue boats.

Radios and Working Channel

- All Club starting and rescue boats are equipped with (Insert radio type) radio.
- The Club has set VHF channel 73 as the calling and working frequency for all sailing events.
- Always carry out radio checks with other rescue boats and Starter before operational duties are commenced.

Calling Procedures

- Before transmitting, the operator must listen for a period long enough to establish that interference will not be caused to transmission already in progress.
- The initial call is made by the name of the boat or station required, being called three times ie, **“Hunters Hill Rescue 1”**
“Hunters Hill Rescue 1”
“Hunters Hill Rescue 1”

followed by:

This is **“Hunters Hill Start, over”**

- The station being called replies:
This is **“Hunters Hill Rescue 1, over”**, and then, after the message is passed may respond – **“Message received and understood, Out”** or **“Romeo, out”** which has the same meaning.

Traffic Procedure

- Do not transmit unnecessarily.
- Keep message brief and clear.
- Always use name of boat or station call sign, not Given names or Surnames.
- Non-essential remarks, unnecessary conversations and all profane and obscene words are forbidden.

7.1 THE URGENCY SIGNAL - PAN

- The URGENCY SIGNAL consists of the words **PAN PAN** repeated three times.
- It has priority over all other communications except distress.
- The URGENCY SIGNAL indicates a very urgent message concerning safety of the vessel, or safety of a person.
- They may be addressed to one station in particular or to all stations.
- If addressed to all stations, the originating station must cancel the message when action is no longer required.

EXAMPLE URGENCY SIGNAL

- PAN PAN PAN PAN PAN PAN
- HELLO ALL HHSC BOATS HELLO HHSC BOATS HELLO ALL HHSC BOATS
- THIS IS BOC THIS IS BOC THIS IS BOC
- LOCATED OFF GREENWICH WHARF, APPROXIMATELY FOUR HUNDRED METRES DUE SOUTH
- STANDING BY A SERIOUSLY INJURED CREW MEMBER, REQUIRE ASSISTANCE OF HIGH SPEED RESCUE BOAT IMMEDIATELY, PATIENT REQUIRES TRANSFER TO CLUBHOUSE, ARRANGE AMBULANCE.
- OVER

7.2 MAYDAY SIGNAL

- A **MAYDAY** call is the international distress signal.
- It should only be used when the boat is threatened by a grave and imminent danger, and immediate assistance is required.
- A MAYDAY call has absolute priority over other transmissions.
- It may only be transmitted on the authority of the person responsible for the safety of the boat.
- If no answer is received, message may be repeated on any other frequency on which attention may be attracted

Procedure

DISTRESS CALL

- The distress signal **MAYDAY** (spoken three times)
- The words **THIS IS**, followed by the name of rescue boat in distress (the whole repeated three times).

DISTRESS MESSAGE Immediately following Distress Call and comprises:

1. Distress signal **MAYDAY**
2. The name of rescue boat in distress.
3. Particulars of position within harbour.
4. The nature of distress and kind of assistance required.
5. Any other information to aid rescuers.

EXAMPLE DISTRESS CALL

- MAYDAY MAYDAY MAYDAY
- THIS IS HUNTERS HILL RESCUE 1 THIS IS HUNTERS HILL RESCUE 1 THIS IS HUNTERS HILL RESCUE 1

EXAMPLE DISTRESS MESSAGE

1. MAYDAY

2. THIS IS HUNTERS HILL RESCUE 1
3. LOCATED OFF GREENWICH WHARF, APPROXIMATELY FOUR HUNDRED METRES DUE SOUTH
4. STRUCK SUBMERGED OBJECT, SINKING RAPIDLY, REQUIRE IMMEDIATE ASSISTANCE
5. 5 METRE INFLATABLE RUNABOUT, ORANGE HULL - THREE PERSONS ON BOARD INCLUDING TWO NON-SWIMMERS - ALL PERSONS HAVE DONNED PFDs
6. OVER

A MAYDAY distress signal must not be used in any other circumstances. In situations involving a medical emergency or serious injury to a person, an URGENCY SIGNAL should be used.

8. MOBILE PHONE NUMBERS – PRIMARY COMMITTEE MEMBERS

Name	Role / Location	Number
Andrew Livermore	Commodore	0412 218 675
Andrew Shalliker	Vice Commodore	0403 587 780
Chris Stannage	President & Coaching Development Officer	0404 854 834
Maria Quinlan	Secretary	0414 164 998
Greg Hartnett	Optimist Class Secretary	0411 244 924
Julian Ashton	Optimist Class Secretary	0449 903 801
Phil Sewell	Flying 11 Class Secretary	0418 290 342
Chris Stannage	Laser Class Secretary	0404 854 834
Paul Plowman	Mirror Class Secretary	0413 464 243
Andrew Shalliker	29er Class Secretary	0403 587 780
Nick Reed	NS14 Class Secretary	0418 277 933
Dana Tavener	Learn to Sail Coordinator	

9. PATROL BOAT AND INCIDENT CONTACTS LIST

For regattas held outside of or in addition to seasonal racing, the following list is to be completed by the PRO and distributed to the race management team.

Name	Telephone/Mobile	Radio Type and Frequency
PRO		
Committee Boat		
Umpire's Boat		
Mark Laying		
Windward Mark Boat		
Pin end/Leeward Mark Boat		
Wing/Gybe Mark Boat		
Roving Boat (Windward/return)		
Roving Boat		
Photo Boat		
Incident Officer		
Incident Manager		
NSW Water Police - Sydney	9692 5411	via Sydney Radio VHF16 HF2182

10. INCIDENT CHECKLIST

This checklist provides a 'What to Do' guide and is part of the Event Incident Management Plan (IMP).

Pre Event Preparation

- ☐ As per HHSC OOD/ Rescue Boat Checklist
- ☐ Confirm which Incident Manager and Incident Director are on roster
Note: IO = PRO (Principal Race Officer). IM = Incident Manager

Procedure to be followed by all Event Officials when NOTIFYING INCIDENTS

- ☐ Immediately notify Incident Officer of nature and location of incident
- ☐ Assess nature of incident and decide on Incident Priority
- ☐ If external emergency assistance NSW Water Police direct – IO to coordinate ASC assistance with Water Police
- ☐ IO/IM to keep a log of all calls and events relating to all Incidents

Incident /Response (if in doubt on Priority - Escalate)

Who

Notification or Observation of a MINOR INCIDENT

- ☐ Instruct Reaction Boat (RB) to standby and assist as required. Coordinate additional resources if appropriate. **IO**
- ☐ Reaction Boat to provide feedback to IO if further assistance is required **RB**
- ☐ IO to reassess Incident Priority based on feedback and escalated Priority if required **IO**
- ☐ *Storm Imminent* - IO to make decision on whether to postpone start and if Race in progress whether to have Reaction Boats direct fleet to identified safe locations **IO**
- ☐ *Storm Imminent* - If instructed by IO, notify fleet of pending storm and quickest safe location to shelter. **RB**
- ☐ IO to reassess Incident Priority based on feedback and escalated Priority if required **IO**

Notification, Observation or Escalation to a MODERATE INCIDENT

- ☐ Call Water Police and request assistance as appropriate **IO/IM/PRO**
Note: NSW Water Police will coordinate involvement of all other Emergency Reaction Agencies
- ☐ **IO advises Incident Manager of nature and locations of Incident** **IO**
- ☐ IM takes control of coordinating HHSC involvement as directed by Water Police **IM**
- ☐ IO and Reaction Boats to provide assistance as appropriate until directed by IM of further actions
- ☐ Advise Incident Director of nature and potential outcome of incident **IM**
- ☐ *Storm Hits Fleet* - Rescue Boats to attend overturned boats and recover crews and advise IM/IO if additional assistance required - IM to coordinate additional craft and involvement of NSW Water Police
- ☐ IM assesses appropriateness of current Priority and escalates if appropriate **IM**

Notification, Observation or Escalation to a MAJOR INCIDENT

- ☐ Call Water Police and advise nature of incident and location **IO/IM**
- ☐ Provide support and assistance as required by Water Police - coordinated by IM **All**
- ☐ Contact Incident Director who will set up Incident HQ at HHSC as per IMP **IM**

11. GUIDE TO INCIDENT PRIORITIES

	DESCRIPTION
MINOR	<ul style="list-style-type: none">▪ Minor Personal Injuries unlikely to require external medical intervention e.g. cuts, bruises & abrasions etc▪ Slips & Falls on Land▪ Capsize or damage to boat requiring prolonged assistance▪ Potential threat of storm
MODERATE	<ul style="list-style-type: none">▪ Personal Injuries requiring external intervention or advice e.g. fractures, minor head injuries - non life threatening▪ Multiple Capsizes requiring assistance or with prolonged immersion▪ Sudden storm/gale with threat to sailors/boats▪ Multiple concurrent minor incidents needing additional assistance
MAJOR	<ul style="list-style-type: none">▪ Potential life threatening incident or injuries (requiring urgent external intervention e.g. spinal injury, major head injuries, cardiac arrest etc▪ Fatality▪ Missing Person