



Rescue Operations Procedure

Implementation Approval:
Executive Committee
Brisbane 18 Foot Sailing Club
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1. PURPOSE

This procedure is part of the series of documents which define the procedures to be followed by the Brisbane 18 Foot Sailing Club (BEFSC) in the management any incidents that arise from on-water activities.

2. SCOPE

The Scope of this procedure is limited to defining those actions that relate to the management of incidents occurring during on-water activities. Management of races is specifically excluded from this procedure.

On-water activities include all races and other on-water activities managed by BEFSC.

3. PRIORITIES

On-water incidents will be managed according to the following priorities:-

1. The safety and well-being of rescue boat personnel.
2. The safety and well-being of skippers and crew involved in the incident(s).
3. The preservation of rescue boats and equipment.
4. The preservation of other boats involved in the incident(s).

4. DEFINITIONS

The following words, acronyms and abbreviations are referred to in this document.

Term	Meaning
RMO	Principal Race or Regatta Management Officer, Rear Commodore
VC	Vice Commodore
CC	Club Captain

5. PRE RACE/REGATTA ACTIONS

5.1. Pre race/Regatta Preparation.

The RMO (in conjunction with the Executive Committee) will determine the number of rescue boats and personnel required to run the event safely. The RMO will give due notice of the type of craft being sailed and the necessary response required.

The Club Captain will see that the necessary rescue craft and qualified personnel are available and in place on the roster. Each Rescue boat must have a minimum of two crew onboard; each crew member must wear an inflatable PFD whilst in the rescue boat.

These actions shall be initiated not more than four weeks after the event booking has been confirmed. They are to be completed as soon as possible after initiation, to ensure the availability of volunteers and equipment.

All rescue boat personnel will be briefed on the requirements of the race/regatta by the VC or RMO prior to the event's commencement. Daily briefings will be held to provide an update on conditions and requirements.

This section applies to the Club's normal program as well as to special regattas.

5.2. Pre-race communications

5.2.1. Rescue and Support Boats

All rescue and support boats will perform a radio check as soon as practical after leaving shore and provide the name of the vessel and the number of persons on board.

5.3. Race finishing times

6. RACE/REGATTA ACTIONS

6.1. Operational Activities

As far as practicable the RMO will maintain or cause to be maintained a record of the position and activity of all rescue boats.

During the management of all incidents, the RMO will maintain a log of all reports received and instructions given. The log should be written, and taped if possible.

Rescue boats will patrol the area defined by the RMO. When leaving that area for any reason, they are to advise the RMO of their status and return time.

6.2. Initial Response

The initial response to a potential or actual incident will be undertaken by the rescue boat positioned nearest to the incident. This vessel shall remain standing by until one of the following occurs:-

- The initial response vessel is relieved by another vessel, or
- The incident is controlled, or
- They are instructed by the RMO to attend elsewhere, or
- Conditions are such that the response vessel has to abandon the task.

The initial response vessel will assess the incident and immediately notify the RMO of:-

- The nature of the incident.
- Whether there are injuries to any crew, and an initial evaluation of their seriousness.
- The management of the incident by the yacht's crew.
- The requirement of further rescue resources.
- The intended response and rescue actions.
- Any other assistance required

The RMO will authorise the release of other rescue boats to enable an effective response. It is reasonable to expect that if an incident constitutes a 'man overboard' situation that the yacht's skipper will authorise the immediate implementation of a 'man overboard' procedure. The rescue boat will monitor this procedure and intervene only if required or requested by the yacht's skipper. In any rescue situation, the safety of personnel is paramount and if required, the rescue boat may intervene to assist with the retrieval of a person/s from the water, having told the yacht's skipper to keep clear.

6.3. Management of a Major Incident.

- The RMO will be responsible for the declaration of a Major Incident, according to their assessment of the nature of the incident and the weather and conditions at the time.
- The on-course rescue boat operators will immediately communicate details of any incident to the RMO. This communication should include advice as to the nature and seriousness of the incident.
- On-water rescue operations may be supported by Coast Guard Manly and Water Police.
- The RMO may seek advice from the on-water rescue personnel before determining if a yacht race should be abandoned due to unsafe conditions or the occurrence of an incident.
- The RMO will seek advice from the on-water rescue personnel before determining whether or not a race can continue without disrupting a required incident response operation.
- The RMO may allow a race to continue throughout an incident if the safety of other yacht skippers and crew is not compromised and the incident response operation is not impeded.
- In the situation of a missing person or yacht, the RMO will immediately contact the Water Police on VHF Ch. 16, or by phone. The coordination of the search and rescue operation will be transferred to the Water Police as soon as they are in a position to accept the responsibility.

6.4. Medical Emergency

If the rescue boat personnel, in conjunction with the RMO, decide that the incident is a medical emergency requiring ambulance support, the RMO will immediately telephone „000“ or „112“ (from a mobile phone) to contact emergency services and request an ambulance to arrive at the nearest appropriate landing.

Rescue boat personnel will notify the yacht involved that this has occurred and direct them to take the injured or ill person to the specific jetty.

If this is not possible then the rescue boat will initiate the evacuation of the injured or ill person, provided they deem it safe to do so.

If it is not possible to evacuate the injured crew, rescue boat personnel will advise the RMO of the situation, and request assistance from Emergency Services, such as Water Police or VMR.

In a medical emergency it may be necessary for rescue boat operators to administer emergency first aid. A first aid kit is available on all BEFSC rescue boats. It is assumed all rescue boat operators will have basic training in first aid.

At all times, the rescue boat personnel will maintain communication with the RMO

6.5. Race Abandoned

- If the race has been abandoned, the RMO will direct all rescue boat operators to scan and report the positions and status of distressed boats and their crew.
- If the Rescue Boat Operator believes that as a result of an incident, further resources are required to ensure the safety of the competing sailors and yachts, details of the required resources will be radioed to the RMO who will access the resources as quickly as possible.
- The RMO will ensure that all necessary emergency medical and support assistance is provided as soon as sailors/ yachts/rescue boat operators reach the jetty.

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- The recovery and mooring of boats may require extra club volunteers to be co-opted to assist with this activity. Members need to be aware that they may be called upon to render any assistance as required by the RMO.
 - The RMO may, at his sole discretion and taking current circumstances into account, transfer control of the incident to the VC.

6.6. Towing Yachts

The priority of the EFSC Rescue Boat personnel during response to an emergency is to ensure the safety of personnel. The rescue boat personnel may be required to rescue an injured or unconscious person from a yacht or the water, administer emergency first aid and transfer them to the nearest jetty/port. As a secondary task, after ensuring the safety of personnel, the EFSC rescue boat may be requested to tow a yacht to safety.

The EFSC rescue boat will tow a yacht to the nearest jetty as part of its secondary emergency rescue response. If the yacht's skipper or owner requests a tow and assistance to another jetty, this will only be done if circumstances allow. This role will not constitute a rescue response role and towing charges may be charged to the yacht's owner at commercial rates.

6.7. Crew Safe buoy

If the crew of a yacht needs to be evacuated as a result of an emergency, the rescue boat personnel will attach a 'crew safe' buoy (tear drop orange buoy with black words, or other clearly marked buoy) to the yacht to indicate that all crew have been evacuated to safety.

6.8. Rescue Boat Availability

If there is no rescue boat or crew available then the race/event/practice must not proceed.

7. POST RACE/REGATTA ACTIONS

7.1. Major Incident Completion

It is likely that both sailors and rescue boat personnel will be exhausted as a result of an incident and subsequent rescue operation.

The RMO needs to ensure that food, refreshments and dry clothing are available for all relevant personnel and a space is available for people to gather and rest.

A first-aid person needs to be assigned by the RMO to assess the medical conditions and requirements of all skippers and crew. In particular, observing for signs of hypothermia, fatigue and stress.

The RMO needs to ensure that the details of personnel who have required medical attention are recorded.

All rescue boat documentation needs to be completed.

The RMO needs to document the nature of the incident and the rescue and recovery response operation.

7.2. Operational Incident Debrief

If the rescue boats have been involved in a rescue response, an operational debrief will be convened by the RMO or at the request of the operators.

The operational debrief will allow all rescue boat personnel who were active on the day to discuss the nature of the incident and the subsequent operational response. The debrief will be conducted in a 'blame-free' manner, to encourage the review of the correct procedures and recommendation of future actions.

7.3. Critical Incident Stress Management

A critical incident is defined as a rescue, which is likely to cause rescue personnel to experience very strong emotions. The incidents could involve a fatality or serious injury to people involved in sailing activities, extremely complex rescue operations, and equipment or rescue failure. At the completion of a critical incident, all rescue boat personnel will attend a compulsory debrief. This debrief will be facilitated initially as an operational debrief but will include the discussion of critical incident stress symptoms and stress management.

8. RESPONSIBILITIES

8.1. Rescue Boat Committee

It is the responsibility of the Power Boat Committee to see that the rescue equipment is current and that deficiencies are rectified. It is the responsibility of the Rescue Boat Committee to make sure deficiencies are rectified at the earliest opportunity.

8.2. Race Management Officer

The Race Management Officer (RMO) is responsible for managing the Race Operations on the day. The position is also known as the Principal Race Officer (PRO). The responsibilities of the RMO continue after a race has been abandoned until all boats are recorded as safe, or the responsibility for managing the incident has been transferred.

The Race Management Officer (RMO) is responsible for convening a briefing before each sailing event or regatta. The RMO is responsible for deciding if a briefing is necessary before normal Club events, taking into account the weather forecast, expected race conditions, available rescue personnel and other relevant factors.

8.3. Unfilled Positions

There may be times when specific positions are unfilled and therefore the process will be temporarily modified to suit the then existing conditions.

9. DOCUMENT CONTROL SHEET

Contact for Enquiries and Proposed Changes

If you have any questions regarding this document contact:

Designation: Rear Commodore or Vice Commodore

Email: trouville56@iprimus.com.au - Richard Billett [richard@e3k.com]

Record of Issues

Issue No	Issue Date	Nature of Amendment
1.01	22/1/2011	Initial draft
1.02	3/8/2014	Draft two – contact details

EMERGENCY CONTACT LIST

Emergency Service	Telephone	Alternate Contact Number
Police	000	112
Fire	000	112
Ambulance	000	112
Hospital (Princess Alexander)	3176 2111	
AMSA	1800 641 792	
State Emergency Services	132500	
Poisons Information	13 11 26	
Water Police	3895 0333 (Brisbane)	3829 4124 (Wynnum)
Coast Guard Manly	3396 5911	
Wynnum Police	3308 8100	000
Morningside Police	3823 8666	000
Maritime Safety Qld (24 Hours)	3305 1700	3860 3500 (Brisbane Harbour)

BRISBANE 18 FOOT SAILING CLUB – CONTACTS

Name	Position	Telephone
Bruce Hermann	Commodore	3399 6602 / 0418 871 081
Richard Billett	Vice Commodore	0433 262 245
Christine Reid	Rear Commodore	3886 9248 / 0412 743 103
Terry Ellis	Club Captain	0417 935 034
Alison Spencer	Secretary	3409 5448 - 0417 005 291
Julie Reid	Treasurer	3886 9248 / 0412 722 001