

BATEMANS BAY SAILING CLUB

**EMERGENCY PLAN
KEEL BOATS DIVISION**

OCTOBER 2002

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1. AIM

- 1.1 The aim of this Plan is to provide a framework for –
- fast and effective action in relation to an emergency; and
 - support for crew members involved in an emergency, their next of kin and Club members generally.

2. DEFINITIONS

- 2.1 In this Plan unless the contrary intention appears –

an activity means any on the water activity involving a keel boat [including, but not limited to, a race in the Bay Cup, Coastal Cup or Winter Cup series] conducted by the Club in accordance with notice given by the Club to the Communications Authority, a Coastal Radio Station, the Rescue Authority or the Welfare Officer. [To avoid doubt, a separate plan applies to off the beach boats].

Communications Authority means the Royal Volunteer Coastal Patrol, Batemans Bay.

Club means the Batemans Bay Sailing Club Inc.

Coastal Radio Station means the Royal Volunteer Coastal Patrol at Ulladulla, Moruya or Narooma.

Handbook means the Marine Radio Operators Handbook.

an emergency means an emergency of a kind described in Appendix A.

Race Officer means a person appointed as such by the Club.

Racing Rules of Sailing mean the 2001-2004 Racing Rules of Sailing of the International Sailing Federation and the prescriptions and special regulations of the Australian Yachting Federation, effective 1 July 2001.

Plan means this Emergency Plan.

Rescue Authority means the NSW Police Service.

Welfare Officer means the person nominated by the Salvation Army as being responsible for performing the duties described in paragraph 6.17 of this Plan.

3. INTERPRETATION

- 3.1 In this Plan unless the contrary intention appears the singular includes the plural and the plural includes the singular.
- 3.2 A reference in this Plan to another document includes a reference to the document as it may be amended from time to time.
- 3.3 Nothing in this Plan limits or prohibits the master of a boat seeking assistance by any available means in the event of the boat or crew being in danger.
- 3.4 To avoid doubt, this Plan does not –
- form part of the Club's Sailing Instructions; or
 - add to or vary the Racing Rules of Sailing.
- 3.5 This Plan is, however, to be read in the context of the Sailing Instructions and the Racing Rules of Sailing (as modified by the Club's Sailing Instructions) generally and, in particular, the context of –
- the Fundamental Rules of the Racing Rules of Sailing; and
 - the Australian Yachting Federation's Special Regulations Part 1.
- For ease of reference, relevant parts of the instructions, rules and regulations are referred to or quoted in Appendix B.

4. APPLICATION

- 4.1 This Plan applies to a boat participating in an activity.

- 4.2 The master, and each crew member, of a boat to which the plan applies is responsible for becoming conversant with the Plan.
- 4.3 Copies of Appendix C [a summary of the Plan] and Appendix D [contact numbers], laminated back to back, shall be carried on each boat to which the Plan applies.
- 4.4 The procedure set out in the Plan shall be followed in the event of an emergency.

5. AREA COVERED

- 5.1 The general area covered by this Plan includes –
- the area of water adjacent to the New South Wales coast from Ulladulla in the North to Montague Island in the South;
 - the waters of Batemans Bay; and
 - the Clyde River to Nelligen in the West.
- 5.2 The general area covered by this Plan is indicative only and it may extend to the North, South or West having regard to the exigencies of an emergency.

6. RESPONSIBILITIES

The Club

- 6.1 Each year prior to the commencement of its program the Club shall provide to the Rescue Authority, the Communications Authority and to the Welfare Officer –
- a copy of the Club's program; and
 - a copy of documents relevant to their understanding of this Plan such as the Sailing Instructions relating to an activity.
- 6.2 The Club shall inform the Rescue Authority, the Communications Authority and the Welfare Officer of any variation to the Club's race program or documents relevant to their understanding of this Plan such as the Sailing Instructions relating to an activity.

Rescue Authority

- 6.3 The Rescue Authority is the NSW Police Force.
- 6.4 The Rescue Authority shall take control of an emergency.
- 6.5 The initial contact point for the Rescue Authority shall be nominated by it and notified to the Club, the Communications Authority and the Welfare Officer.

Communications Authority

- 6.6 The Communications Authority is the Royal Volunteer Coastal Patrol, Batemans Bay.
- 6.7 The Communications Authority shall be on standby for the duration of any activity.
- 6.8 Where the Sailing Instructions issued by the Club in relation to a any activity require a boat to maintain a Radio Schedule, the Communications Authority shall conduct, or coordinate a Coastal Radio Station in the conduct of, the Radio Schedule.

- 6.9** In the event of a boat that is participating in an activity reporting an emergency, the Communications Authority shall –
- determine a Stage of Activation of this Plan in accordance with Part 7 of this Plan;
 - inform each other boat participating in the activity, the Race Officer and the Rescue Authority accordingly;
 - where the Race Officer decides to abandon a race, inform each boat in the race accordingly; and
 - coordinate any communication between a boat and another boat or between a boat and a Coastal Radio Station.
- 6.10** Full particulars of the Communications Authority’s contact details are contained in Appendix E.

Coastal Radio Station

- 6.11** Where the Sailing Instructions issued by the Club in relation to a an activity require a boat to maintain a Radio Schedule and the Club request the Royal Volunteer Coastal Patrol at Ulladulla, Moruya or Narooma to act as a Coastal Radio Station, the patrol shall –
- provide a listening watch during the race, as well as maintaining their usual operating schedules; and
 - conduct the Radio Schedule as coordinated by the Communications Authority.
- 6.12** Full particulars of each Coastal Radio Station’s contact details are set out in Appendix E.

Race Officer

- 6.13** The Race Officer shall be a person appointed by the Club.
- 6.14** The Race Officer shall prior to the commencement of an activity log on with the Communications Authority and inform it of his or her appointment as the Race Officer and the nature of the activity.
- 6.15** The Race Officer shall be on standby and immediately contactable for the duration of any activity and, when informed by the Communications Authority of an emergency, shall –
- liaise with the Rescue Authority and the Communications Authority, ascertain the nature of the emergency, including the steps being taken in relation to it;
 - decide whether to abandon the race and inform the Communications Authority accordingly;
 - inform a Club official listed in Appendix D of the emergency, including the steps being taken in relation to it and of his or her decision whether to abandon the race;
 - if appropriate [eg: in a life threatening emergency], inform the Welfare Officer of the emergency, the steps being taken in response to it and provide support for, the Welfare Officer; and
 - direct media enquiries to a Club official listed in Appendix D.

Welfare Officer

- 6.16** The Welfare Officer shall be a person nominated by the Salvation Army whose particulars have been provided to the Rescue Authority, the Communications Authority and the Club.

- 6.17** The Welfare Officer shall be shore based and on standby and immediately contactable for the duration of any activity and, when informed by the Race Officer of an emergency, shall –
- report to the Race Officer;
 - have access to a copy of the Crew Lists in the form of Appendix F that have been lodged with the Club (divulging information contained therein only as directed by the Club or the Rescue Authority);
 - when informed by the Race Officer of an emergency, inform, and keep informed, relevant persons specified in Column B of the Crew Lists of the emergency and the steps being taken in relation to it; and
 - where appropriate, provide support for such crew members, relevant persons and Club members.

7. ACTIVATION

- 7.1.** A boat's master, skipper or person responsible for the safety of a boat participating in an activity shall determine an emergency as requiring either an urgency signal (**PAN PAN**) or a distress call (**MAYDAY**) in accordance with the Handbook, that is –
- **Urgency Signal PAN PAN (spoken three times)**
A very urgent concern about the safety of the boat or the safety of a crew member.
 - **Distress Signal: MAYDAY (spoken three times)**
The boat or crew is threatened by grave and imminent danger and requires immediate assistance.
- 7.2.** On receipt of an urgency signal or distress call from a boat participating in an activity, the Communications Authority shall determine a Stage of Activation as defined in paragraph 7.3 and communicate that determination to –
- each boat participating in the activity;
 - the Rescue Authority; and
 - the Race Officer.

STAGES OF ACTIVATION

- 7.3.** The Communications Authority and only the Communications Authority shall be responsible for determining and advising a Stage of Activation. A Stage of Activation shall be determined by the Communications Authority in accordance with the following definitions.

ALERT

An emergency has occurred, there is imminent danger of an emergency or a boat participating in an activity fails to meet a radio schedule as required by the Sailing Instructions issued by the Club in relation to the activity.

[Each boat maintains a close listening watch on the frequency nominated by the Communications Authority.]

STAND BY

An emergency has occurred and a boat may be required to render assistance.

[Each boat maintains a close listening watch for instructions on the frequency nominated by the Communications Authority.]

RESPONSE

An emergency is being responded to by emergency services or by an assigned boat.

[Each boat maintains a close listening watch for instructions on the frequency nominated by the Communications Authority, a lookout for the emergency services or a responding boat and obeys any direction from the Rescue Authority.]

RECOVERY

A boat or a crew member is being recovered by emergency services or by an assigned boat.

[Each boat maintains a close listening watch for instructions on the frequency nominated by the Communications Authority, a lookout for the emergency services or a responding boat and obeys any direction from the Rescue Authority.]

8. COMMUNICATIONS

- 8.1** All radio communications shall be in accordance with the Handbook.
- 8.2** The Communications Authority shall coordinate any communication between a boat and a Coastal Radio Station.
- 8.3** The Communications Authority shall conduct the Radio Schedule, if any, as may be detailed in the Sailing Instructions issued by the Club in relation to an activity.
- 8.4** Each boat shall maintain the Radio Schedule , if any, detailed in the Sailing Instructions issued by the Club in relation to an activity.
- 8.5** The Radio Schedule frequencies shall be in accordance with, and specified in, the Sailing Instructions.
- 8.6** The Communications Authority shall coordinate a Radio Schedule between a boat and a Coastal Radio Station listed in Appendix A.
- 8.7** Where the Sailing Instructions issued by the Club in relation to a an activity require a boat to maintain a Radio Schedule, a boat retiring from the activity shall, on its retirement, call the Communications Authority, direct or by relay through a Coastal Radio Station or another boat, and report the boat's position and intentions. [To avoid doubt, the requirements of this paragraph apply only where the Sailing Instructions require a boat to maintain a Radio Schedule.]
- 8.8.** The master of a boat who disregards a Radio Schedule or the requirements set out in paragraph 8.7 and thereby causes the Communications Authority to activate this Plan may be liable for the costs involved in its activation.
- 8.9.** Where a boat is unable to meet a radio schedule due to malfunction of, or damage to, radio equipment, the boat shall endeavour to make a signal or communicate to the Communications Authority by any means practicable. Note in this regard that –
 - telephone numbers of the Communications Authority and each Coastal Radio Station are listed Appendix D; and
 - it is recommended that if within visual range of another boat competing in the activity, the boat fire a white hand held flare to signal its presence and, by day, fly the signal “**K**” or by night, flash by torch in Morse Code the character “**K**” [one long, one short, one long] and if possible, illuminate of its sail number.

**EXAMPLES OF EMERGENCIES
AND
ACTION TO BE TAKEN**

EXAMPLE No 1

A boat has a severely injured crewman. He is conscious and is in extreme pain.

Action: The boat transmits the urgency signal **PAN PAN** spoken three times and reports details of the incident to Communications Authority in accordance with the Handbook.

The Communications Authority acknowledges the boat's situation and advises the fleet of a **RESPONSE STAGE OF ACTIVATION** and coordinates rescue resources.

When rescue resources have been despatched, the Communications Authority advises a **RECOVERY STAGE OF ACTIVATION**.

EXAMPLE No 2.

A boat has struck an unidentified object and has sustained major structural damage resulting in major flooding of the hull. The pumps are not coping with the flooding. The boat is in grave and imminent danger. The boat requires immediate external assistance.

Action: The boat transmits the distress call **MAYDAY** spoken three times reports the details of the incident in accordance with the Handbook.

The Communications Authority and/or responding boats advise intentions, position and render assistance. The Communications Authority advise the fleet of either a **RESPONSE** or **RECOVERY STAGE OF ACTIVATION**, as appropriate, and coordinates the response or recovery.

SAILING INSTRUCTIONS

1. The Sailing Instructions include the following instructions –
 - 37.2 It is **recommended** that a boat competing in a race log on and off with the Batemans Bay Royal Volunteer Coastal Patrol
 - 37.3 A boat intending to participate in a race must, prior to the warning signal for the race inform the Race Officer of her intention to race, her sail number and number of persons on board.
 - 37.4 A boat that retires from a race shall notify the Race Officer as soon as practicable.

2. The Sailing Instructions also provide that before a boat may participate in an activity –
 - 6.1.1 **Safety Declaration:** The owner must complete a safety declaration relevant to the category of race in which the boat will participate and have it signed off by an Equipment Auditor of a club affiliated to an appropriate yachting authority. Declaration forms are available from the Club’s Equipment Auditor or from the Club’s web site.
 - 6.1.2 **Resistance to Capsize:** If the boat is an unmeasured boat within the terms of clause D3 of Appendix D to the regulations and intends to participate in a Category 3 or 4 race (for example, a race in the Coastal Cup Series), the owner must make a declaration in terms of Appendix E [to the Club’s Handbook] and lodge it with, and have it accepted by, the Committee’s nominee. This changes regulation 3.02.1 of Part 1 of the AYF’s Special Regulation and appendix D thereto. The declaration is available from the Rear Commodore Keel Boats or from the Club’s web site.
 - 6.1.3 **Entry Form:** The owner must complete an entry form in terms of Appendix F [to the Club’s Handbook] and lodge it with, and have it accepted by, the Committee’s nominee prior to the race. A copy of the entry form is available from the Rear Commodore Keel Boats or from the Club’s web site.
 - 6.1.4 **Insurance:** The owner must arrange third-party liability insurance cover for the boat with a minimum cover of \$5 million per event or the equivalent.”

FUNDAMENTAL RULES OF THE RACING RULES OF SAILING

3. The Fundamental Rules of the Racing Rules of Sailing 2001-2004 provide, amongst other things –
 - “1. SAFETY
 - 1.1 **Helping Those in Danger**

A boat or competitor shall give all possible help to any person or vessel in danger.
 - 1.2 **Life-Saving Equipment and Personal Buoyancy**

A boat shall carry adequate life-saving equipment for all persons on board, including one item ready for immediate use, unless her class rules make some other provision. Each competitor is individually responsible for wearing personal buoyancy adequate for the conditions.
Refer to the AYF prescription to Rule 47.
 - 4 **DECISION TO RACE**

The responsibility for a boat’s decision to participate in a race or to continue *racing* is hers alone.”

4. The Racing Rules of Sailing provide [rule 62.1(c)] that a boat coming to the assistance of another boat may claim redress.

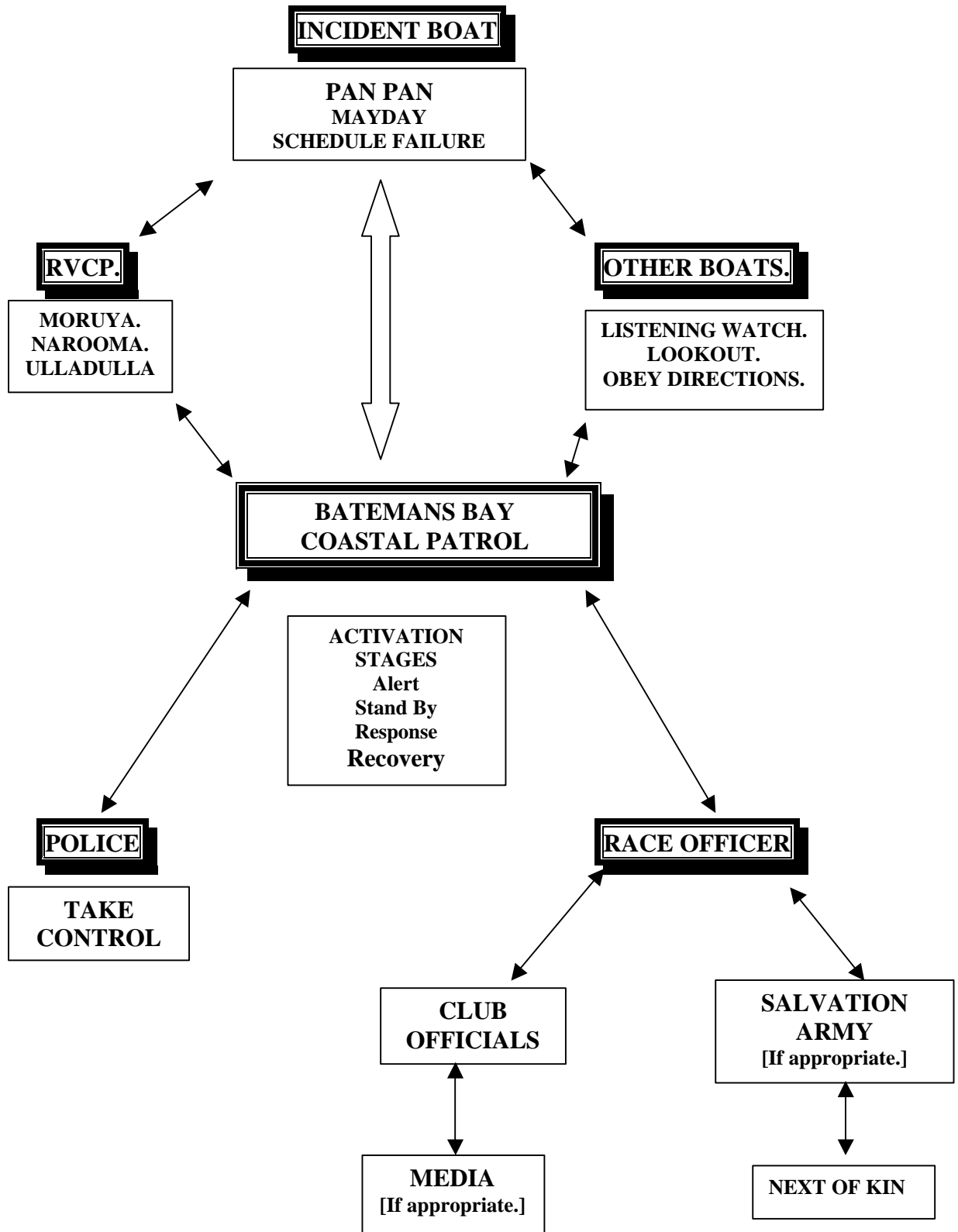
AUSTRALIAN YACHTING FEDERATION'S SPECIAL REGULATIONS PART 1

5. The Australian Yachting Federation's Special Regulations Part 1 states, amongst other things–

“1.02 OWNER'S RESPONSIBILITY

- (a) The safety of a boat and her crew is the sole and inescapable responsibility of the owner, or the owner's representative who must do their best to ensure that the boat is fully found, thoroughly seaworthy and manned by an experienced crew who are physically fit to face bad weather. **He must be satisfied as to the soundness of hull, spars, rigging, sails and all gear. He must ensure that all safety equipment is properly maintained and stowed and that the crew know where it is kept and how it is to be used.** Attention is drawn to 2.04 that specifies the crew experience required for some races.
- (b) Neither the establishment of these Special Regulations, their use by race organisers, nor the inspection of a boat under these Regulations in any way limits or reduces the complete and unlimited responsibility of the owner or owner's representative.
- (c) A boat is solely responsible for deciding whether or not to start or to continue racing RRS Fundamental Rule 4.”

**BATEMANS BAY SAILING CLUB
KEEL BOAT EMERGENCY PLAN
SUMMARY**



APPENDIX D.

**BATEMANS BAY SAILING CLUB
EMERGENCY PLAN
CONTACT NUMBERS**

COASTAL PATROLS

BATEMANS BAY

Phone 02 4472 3060
Mobile 041 448 541.

MORUYA

Phone: 02 4474 2770
Mobile 0409 22 9280

NAROOMA

Phone: 02 4476 1768
Mobile: 0408 418 613

ULLADULLA

Phone 02 4455 3403
Mobile 0408 261 780

POLICE

[Batemans Bay Police Station]
4472 0099

BATEMANS BAY SAILING CLUB OFFICIALS

Commodore

Andrew Bain 6227 5762, 4471 6371, or 0408 265 058

Vice Commodore

Alan Read 4471 1516

Rear Commodore

Peter Walsh 4472 2747, 4474 4863, or 0427 722 747

**WELFARE OFFICER
[Salvation Army]**

John Hindle 4472 4080 or 0402 038 949
Graham Bruce 4472 2406 or 0415 376 334

**BATEMANS BAY SAILING CLUB
EMERGENCY PLAN**

**PARTICULARS
OF
THE COMMUNICATIONS AUTHORITY
AND
COASTAL RADIO STATIONS**

ROYAL VOLUNTEER COASTAL PATROL, BATEMANS BAY

Call Sign **VMR 205**

35° 43' S 150° 11'E

Batemans Bay Marina

Beach Road

Batemans Bay NSW 2536

Telephone/Fax (02) 4472 3060

Fax (02) 4472 2714

Patrol Commander's Mobile 041 448 541.

COASTAL RADIO STATIONS

MORUYA

Royal Volunteer Coastal Patrol

Call Sign: **VMR 204**

35° 54' 47"S 150° 09' 22"E

Divisional Commander: Merl Ziegler

Mobile 0409 22 9280

Phone/Fax: 02 4474 2770

NAROOMA

Royal Volunteer Coastal Patrol

Call Sign:

36° 13' 0" S 150° 08' 06"E

Divisional Commander Jim Greenshields

Phone: 02 4476 1768

Facsimile: 02 4476 3388

Mobile: 0408 418 613

ULLADULLA

Royal Volunteer Coastal Patrol

Call Sign **VMR 207**

35° 21'S 150° 28'E

Signal Station

Ulladulla Harbour 2539

Telephone (02) 4455 3403

Facsimile (02) 4455 1861

Mobile 0408 261 780

**BATEMANS BAY SAILING CLUB INC
CREW LIST**

I,, the owner or skipper of
[PRINT NAME OF OWNER OR SKIPPER] [PRINT NAME OF BOAT]
provide the following information to the Batemans Bay Sailing Club Inc for the purposes
of –

- (a) the Club’s Emergency Plan; and
 - (b) the Club determining the boat’s compliance with the Australian Yachting Federation’s prescription to rule 46 of the Racing Rules of Sailing. Rule 46 provides in the effect that the designated person in charge of the boat and each crew member who sails in more than three races shall be a member of a club (such as the Batemans Bay sailing Club) that is affiliated to a State or Territory yachting authority (such as the Yachting Association of NSW) and a member of such an authority and the Federation.
- (1) Column A states the name of each member of the boat’s regular crew, including the skipper, owner and designated person.
 - (2) Column B specifies the person to be contacted in the case of an emergency involving a crew member named in Column A and the person’s phone number.
 - (3) Column C specifies the crew member’s club for the purposes of rule 46.
 - (4) Column D details the crew member’s AYF membership for the purposes of rule 46.
 - (5) I undertake to notify the Club of a change in the composition of the boat’s regular crew.

A Crew Name [Please print]	B Emergency contact and phone number [Please print]	C Crew’s Club [Please print]	D AYF Membership Number

IF YOU NEED MORE SPACE, PLEASE USE A SEPARATE FORM

DATED this day of200...

SIGNED:
[SKIPPER OR OWNER]