



**PORT ADELAIDE SAILING CLUB Inc.**

**EMERGENCY MANAGEMENT PLAN  
AND INCIDENT AND ACCIDENT REPORTING**

# INCIDENT REPORTING

If you have an accident or have an injury during racing, please notify the Principal Race Officer, as soon as possible and complete an incident report form, available from the PASC

## **IN CASE OF AN ON - WATER EMERGENCY**

### **Summary of Action Required**

In all cases, contact The Principal Race Officer (PRO) on VHF 69 or 16 or by phone on Mob 0414 583 576

Explain the situation in clear terms including:

- Nature of incident
- Location of incident
- Name of Vessel(s) involved
- Details of person(s) injured
- Details of damage to vessel
- Details of weather and sea state
- Details of assistance required.

### **In the case of evacuation of an injured person(s):**

Due to the length and logistics of the racecourse we offer two (2) evacuation points.

Both Evacuation Points are at either end of the racecourse and designed to reduce the time taken to render medical assistance

Evacuation point will be decided by a responsible person on board the yacht and it is mandatory to advise the (PRO).

The (PRO) will contact either club directly and prepare them for the emergency and ensure all resources of the respective Club's will be made available to both the yacht crew and emergency authorities:

### **Evacuation Point (Port Adelaide sailing Club Inc)**

All resources of the club will be made available to rescue authorities in an emergency.

Berthing will be made available at the Crane Wharf, close to both walkways leading to the car parking area.

Ambulance access through two alternate entries:

- Double gates (opened in advance) located at the northern end of the premises
- Through the main club entrance (opened in advance)

Other resources available:

- Medical kit located in the main club room next to the galley

- Defibrillators located in the main club room next to the galley and the maintenance shed area

### **Evacuation Point (Royal South Australian Yacht Squadron)**

All resources of the club will be made available to rescue authorities in an emergency

Berthing will be made available at the main Pontoon in front of the club house, close to the walkway leading to the main office and car parking area.

- Medical/Ambulance Control Point – next to Main Office Entrance.
- First Aid Kits are in Main Office; Gallery; kitchen; and in the Junior Club Rooms.
- A defibrillator and slide are stored in the Galley.
- Boat launching – on the Southern side; west of the Squadron fence-line; northern side: adjacent to junior club rooms.
- Helipad – as set out near the boat ramp on northern side of the Squadron basin.

**Evacuation point will be decided by a responsible person on the yacht and advised to the (PRO).**

## **1 INTRODUCTION**

This document is intended to consolidate information concerning contact details and procedures which will be of vital importance should an emergency arise during the lead up to, the progress of, or following the completion of Yacht Races organised by the Port Adelaide sailing Club (PASC).

### **Incident Management Brief**

- Control and coordinate the management of any incident.
- Provide the liaison with the on water rescue boats and other agencies (e.g., Police, SA Coast Guard and Emergency Services).
- Receive notification of and undertake assessment of an incident.
- Coordinate the enquiry centre
- Maintain communication with the racing fleet and coordinate the activities of race participants as deemed necessary and appropriate.
- Control and coordinate media management activity.

## **2 INCIDENT MANAGEMENT TEAM**

**Emergency Management Team:**

<b>Principal Race Officer</b>	Mark Moore	0414 583 576
<b>Commodore</b>		
<b>Team member</b>	Sue Kitto	0417 884 007
<b>Team Member</b>		

**First contact is the (PRO); if not available the second contact is the Commodore.**

## **3 INCIDENT MANAGEMENT TEAM RESPONSIBILITIES**

### **Principal Race officer**

- Coordinate/direct contact with emergency agencies.
- Direct team members to tasks according to nature of incident.

- Brief the Members and media.
- Oversight the review, post analysis and update of Incident Management Plan.
- If the (PRO) is unavailable his roll will be taken over by the Commodore.

## Members

- Undertake responsibilities as directed by the (PRO).
- Respond to enquiries.
- Maintain listening watch on marine radio and maintain access to mobile phone contact

## 4 THE INCIDENT MANAGEMENT PLAN

### Levels of Incident

**The (PRO) is responsible for determining Initial Assessment of the Level of Incident reported. Initial Assessments shall be classified as Severe, Major or Minor Incidents.**

On receiving notification of an incident or circumstances that may lead to an “emergency” situation, the (PRO) will assess the situation with the Commodore and, if deemed appropriate, and immediately contact the Police. Under circumstances where a May Day or Pan Pan call has been transmitted, and alert all on water Rescue boats. (PASC will provide 3 safety boats).

If, when making his assessment, the (PRO) is in doubt as to the level of potential crisis involved he shall make the more severe interpretation of the situation.

<b><u>LEVEL 1 – SEVERE INCIDENT</u></b>	<b>Major Severity/Impact:</b> e.g., Potential loss of life; MOB if contact is lost, MAYDAY/EPIRB activation, severe weather warning
<b>Response:</b>	<ul style="list-style-type: none"> <li>• Immediate</li> <li>• The (PRO) Principal Race Officer, Notify all rescue boats, Police/Emergency Services and Commodore.</li> <li>• Fleet informed of incident in case assistance is required.</li> </ul>
<b><u>LEVEL 2 – MAJOR INCIDENT</u></b>	<b>Moderate Severity/Impact:</b> e.g., Major damage to vessel(s), potential weather deterioration, potential severe incident outcome, MOB, serious injury.
<b>Response:</b>	<ul style="list-style-type: none"> <li>• Off Water team put on standby by (PRO).</li> <li>• Principal Race Officer and Police notified by (PRO)</li> <li>• Call for ambulance service if required</li> <li>• Fleet informed of incident in case assistance is required.</li> </ul>

<b><u>LEVEL 3 – MINOR INCIDENT</u></b>	<b>Minor Severity/Impact:</b> e.g., Injury, Pan-Pan/Medical call.
<b>Response:</b>	Skipper to notify the (PRO) Incident report completed and filed. No further action.

## 5 **INCIDENT MANAGEMENT PROTOCOLS**

The (PRO) will have control/authority over issues concerning the continuing conduct of the regatta.

Police will have control of any search and rescue operations.

Police will have sole authority to notify Next of Kin in the event of a fatality.

### **Emergency Procedures**

Emergencies may include:

- Weather deterioration
- Man overboard
- Sinking vessel
- May Day/EPIRB activation
- Potential or actual loss of life
- Serious Injury

## 6 **EMERGENCY EVACUATION LOCATIONS**

Port Adelaide Sailing Club and Royal South Australian Yacht Club whichever is the closest point to the emergency

## 7 **USING THE INCIDENT MANAGEMENT PLAN**

Any stakeholder may make the notification of a potential situation which may be assessed as an “emergency” situation or “incident.”

Notification of a situation for assessment may come from:

- Any competitor or competing yacht
- Adelaide Coastguard
- Race Management Team
- Police
- Media

- Weather Report

Notification could be made by:

- Marine Radio
- Telephone
- Other

The (PRO) has the responsibility to assess the situation and activate any necessary response.

This does not, however, remove or replace any emergency response or notification by emergency services who will make their own assessment and determine their response.

Notification shall be logged with time, date, name of reporting person, telephone number or contact details and details of the report.

## 8 RESPONSIBILITIES

### **Competitors:**

Competitor's attention is drawn to fundamental RRS 1, 2 and 3.

Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at the time.

Skippers have the responsibility to ensure that their crew have the appropriate safety gear at hand and should encourage the wearing of personal flotation devices when required.

### **Race Management:**

All Race Management personnel will abide by the Sports Officials "Code of Ethics" and place the safety and welfare of the participants above all else and accept responsibility for their actions.

## 9 CONTACT INFORMATION

Emergency – Fire, Police, Ambulance	000
Adelaide Coastguard	8248 6100
SA Sea Rescue Squadron	
Commodore	
Rear Commodore Martin Oates	0419 823 487
Principal Race Officer Mark Moore	0414 583 576
Team Member Sue Kitto	0417 884 007
Team Member	
RSAYS	8341 8600