ON WATER SAFETY MANAGEMENT PLAN

Version Control

Version	Date	Changes made by	Changes made
1.0	28/09/2024	S&B Committee, Mike Lander, Drew Malcolm	Final version for use
1.1	13/11/2024	Mike Lander	Change to MOB

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Introduction and Overview

Introduction

This Royal Geelong Yacht Club (RGYC) On-Water Safety Management Plan provides set guidelines to Race Officers, Race Volunteers and Staff managing incidents relating to on-water safety and emergencies for RGYC racing and events.

This document is not a race management manual, nor is it a substitute for common sense or crisis management. All personnel should read the document as part of their preparation to familiarise themselves with the process of carrying out emergency procedures.

Peak Safety Authority for Water Based Incidents

The Victorian Water Police have prime responsibility for boating on Corio Bay and Port Phillip Bay. Other agencies including the Volunteer Coastguard will act under the direction of the Victorian Water Police.

The Victorian Water Police Squad is the State Search and Rescue Authority for Victoria, under the National Search and Rescue agreement, between the Federal Government and the various State Governments.

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

Classification of Club On-Water Events

RGYC races are run under Australian Sailing (AS) Special Regulations, which is listed in the Notice of Race for each event.

Club racing events are those listed in the relevant season Racing Calendar in addition to RGYC hosted regattas. Separate regattas may have an individual safety plan specific to each regatta.

It is the requirement that all competitors must have indicated their compliance with the relevant safety category via their declaration on the race entry system. Competitors confirm their compliance by signing on for the race session. All competitors must comply with class-based safety equipment requirements.

Major Event Rescue Plans

Rescue Plans will be developed for major events. They will be based on the information contained here but they will be specifically tailored and may include information relevant to a particular class of boat.

The RGYC staff in conjunction with the Principal and Course Race Officers for the major event will sign off the rescue plan which will then be distributed and discussed at pre-regatta briefings.

Public Comment

In the event of an emergency, the only RGYC Officers authorised to make public comment are RGYC General Manager, or if available the Commodore. If anyone else is asked for information or comment, they are to respond politely with "I'm sorry I am not in a position to comment on that".

Associated Documents

This document should read in conjunction with the following documents.

- RGYC Emergency Management and Safety Manual
- RGYC Race Management Guidelines
- The Racing Rules of Sailing (RRS)
- Notice of Race (NOR)
- Sailing Instructions (SIs)
- Class Rules

Definitions & Abbreviations

Course Race Officer (CRO)

General Manager (GM) Where the GM is unavailable, all definitions revert to the Sailing Manager or Commodore.

Principle Race Officer (PRO). Where there is no PRO or CRO all definitions revert to the Sailing Manager. The PRO may appoint a delegate in their place.

Sailing Manager (SM) The Sailing Manager may appoint a delegate in their place.

Safety Boat Any RIB, mark boat or otherwise pre-allocated boat.

SECTION 1: Responsibilities

1. **Scope:**
   To provide a safe on-water environment for all participants - both competitors and officials - having regard for both expected and unforeseen conditions.
2. Competitors:

As per Sailing Instructions and Class rules.

i. *Fundamental Rules*
   Competitors attention is drawn to Part 1, Fundamental Rules of the RRS.
   a. RRS 1.1 - A boat, competitor or support person shall give all possible help to any person or vessel in danger.
   b. RRS 3 - The responsibility for a boat's decision to participate in a race or to continue racing is hers alone.

ii. *Intention to Race and Sign-on*
   For each race or race session, each competitor intending to race shall personally "sign on". This requirement will be included and detailed in the SI. This requirement is to provide Race Management with a list of all boats and people on the water.

iii. *Personal Buoyancy*
   All competitors shall wear, when required, personal flotation devices which are in good condition and are in accordance with the specifications issued or approved by a national authority affiliated to World Sailing, or a standards organisation, or certification authority, recognised for the purpose by its respective government.

3. Race Management

i. *Code of Conduct*
   All Race Management personnel are required to abide by the Australian Sailing Officials Code of Conduct and place the safety and welfare of the participants above all else and accept responsibility for their action. In doing so, the primary responsibility of on-water personnel is for the safety of themselves and their crew.

ii. *Race Management Boats*
   All race management boats are to be driven by licensed powerboat drivers in accordance with the RGYC By-Laws and Policies and in such a manner that will not cause unnecessary disturbance to competing boats or injury to crews. All race management boats are to keep clear of competing boats unless providing assistance.

iii. *Monitoring Conditions*
   Monitoring the fleet and observing the weather conditions are important

tasks during the race. Rescue boats must be strategically placed to respond to emergencies.

In an emergency, the priority is to save lives and minimise injury, not to rescue boats. Drifting or anchored boats can be picked up later. Safety of competitors and rescue boat crews will always take priority over the preservation of boats.

SECTION 2: Minimum Safety Requirements for Conduct of Racing

1. Briefing: (PRO)
    i. Staff members and volunteers assisting should always be briefed on the rescue coordination plan before racing commences.
2. Race Management Personnel: (SM/PRO)
    i. Sufficient personnel to resource Race Management boats.
    ii. PRO to be accredited to minimum of “Regional Race Officer”.
    iii. PRO ensures rescue boat personnel are briefed/trained for class specific issues and procedures for juniors and foiling boats.
3. Rescue Boats: (SM/PRO)
    i. Sufficient personnel to resource all rescue and course boats.
    ii. Rescue boats to be suitable for conditions expected.
    iii. Rescue boats to be provided with all safety equipment as required by state law.
    iv. Briefed/Trained in class specific requirements of classes that are racing on their course.
4. Weather Information: (SM/PRO)
    i. Local weather forecast to be obtained from the Bureau of Meteorology and distributed to race officers and volunteers.
    ii. All responsible personnel to be briefed on the days expected weather.
5. Wind Speed Limits, etc.
    i. Course Race Officers to be aware of wind speed limits specific to classes and to use these, together with other relevant conditions including sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of competitors racing.
6. First Aid Provision
    i. All vessels
    ii. Refer to Appendx 1

In all cases the person with the injured parties calls 000 as they will ask multiple questions.

SECTION 3: Rescue Co-ordination

1. Purpose
    i. This document is prepared to provide a rescue plan and emergency response, for expected prevailing conditions involving normal racing rescue procedures and for extreme conditions, Level 4 emergency situations where outside help is required.
    ii. Refer to “Emergency Procedures Operations Sheet” (Section 7).
2. The Principal Race Officer (PRO), Course Race Officer (CRO) and Sailing Manager (SM)
    i. The PRO has overall responsibility for the on-water safety management in consultation with the CRO and SM.
    ii. The PRO and/or CRO is the person responsible for the declaration of an emergency on the water.
    iii. The SM is directly responsible for the on-land rescue coordination as well as the coordination of non-regatta assets (Water Police etc.). If the SM is not available, responsibility reverts to the SM’s delegate or the PRO.
    iv. Once the PRO abandons races due to conditions, they will co-ordinate the rescue from on the water and will request the assistance of the On Land Rescue Coordinator (SM).
3. Man Overboard (MOB)
    i. MOB will be responded to by the closest available rescue boat.
    ii. Any MOB shall be treated as a missing person. Co-ordination will transfer immediately to Victorian Water Police and State Authorities via 000 or VHF CH16.
4. Search and Rescue
    i. Local search and rescue activity will generally be planned and implemented by the On Land Rescue Coordinator (SM), located in the Radio Room of the RGYC, or in such a location as deemed suitable and practical.
    ii. On water emergency activity is to be coordinated through the PRO or CRO, with assistance from the Radio Room, on VHF Channel 71 or as prescribed in the SI’s for that race.
    iii. In the case of a missing person/boat, co-ordination will transfer to Victorian Water Police and State Authorities.
    iv. Details of all calls relating to an emergency received by either race management personnel, staff or race volunteers must be logged on the Emergency Radio Communication Log Sheet, in sufficient detail to provide a clear picture of the sequence of events and their timing.

Digital recording is encouraged and is more practical in an emergency.

5. Injuries
    i. Injuries will be responded to by the closest available rescue boat.
    ii. If an ambulance may be required, the person with the injured party will call 000 and stay with the injured party until they are met by the ambulance, or hand over to shoreside staff / volunteers has taken place.

SECTION 4: Patrol Plan

1. Approach
    i. Safety and welfare are the priority. The CRO shall ensure that rescue takes precedence over course setting.
    ii. Each rescue vessel will have a designated area to patrol during the race and during the transit of boats to and from the race area. This will be detailed in a course by course “Patrol Zone Allocation” plan prepared by the relevant CRO, approved by the PRO.
    iii. The Patrol Zone Allocation plan must ensure that all areas are always covered by at least one rescue boat.
    iv. For scheduled racing, rescue craft and rostered crews are to be on station (pre-allocated) or as otherwise directed. In the situation where it calls for "all boats" to be used, Jury boats, coach boats, media boats, registered support boats etc., will be classed as "rescue boats".
    v. Larger Ribs should be used for the main coverage of the course as they can cover more areas faster. Smaller and slower rescue boats are useful in close quarters situations and a balance of both vessels is appropriate.
    vi. The Race Officer will control rescue boats and favour keeping faster boats and RIBs in the racing area to perform further rescues and use other boats to hold or tow boats back to shore.
    vii. It is important to leave notification on drifting yachts using red and white tape that the crew have been recovered.
    viii. Refer to Appendix 2 for a chart of Corio Bay
2. Leaving the Shore
    i. When participants commence heading to the course area, each course will monitor the progress of the boats to their course area.
3. During Racing
    i. The course will be divided into several areas, depending on its type. Each Safety Boat assumes responsibility for one area.
    ii. During racing, Safety Boats will patrol their allocated zones.
    iii. Ideally 1 or 2 Safety Boats will overlap to cover each leg of the course.
    iv. In heavy conditions, rescue boats will concentrate closer to areas where capsizes are more likely to occur e.g. gybe marks.
    v. In the event of bad visibility, heavy sea, strong wind, etc, zones may be further leeward on the course. Any boat drifting down the course will be able to be seen and picked up (important especially if wind is offshore). It is important to not leave the top mark/bear away marks unattended.
    vi. If more rescue boats are available, they will concentrate on the tail of the fleet.

vii. With some classes of boat, it may be deemed necessary to have a Safety Boat follow the fleet for the purpose of a fast response. This will be communicated between the PRO and CRO with a designated team prior to racing.

4. Jury and Media Boats
    i. Although they have other planned functions during racing, Jury and Media boats will attend to any boat they see in immediate danger. By the nature of their work Jury Boats are often positioned as the best boats to provide first response assistance and will do so when required.
    ii. Other dedicated Safety Boats shall relieve Jury and Media boats from their rescue response as soon as practical.
5. Returning to Shore
    i. All rescue boats shall work their allocated patrol areas until directed by the PRO or CRO to change area or come ashore when all boats are accounted for. Accounting for boats is normally only complete well after all are ashore.

SECTION 5: Rescue Team

1. **Personnel**

   i. Functional control for rescue will be performed by volunteers.

   ii. Rescue Boat Crews will always be fully briefed on the Rescue Coordination Plan before going afloat.

   iii. Each rescue boat should have a skipper plus a minimum of one crew (depending on size and type of boat) capable of picking up people from the water and managing damaged boats, etc.

   iv. Each rescue boat crew member should bring their own personal equipment including wet weather gear and warm clothing, gloves, knife, etc. People prone to seasickness should not go out. Rescue boat crews shall wear PFDs at all times.

   v. Only personnel authorized by the Sailing Office are to drive RGYC vessels.

   vi. In an escalation to a level 3 emergency, the following onshore personnel are required in addition to the rescue boat crews:
      a. On land Rescue Coordinator (SM)
      b. Shore Marshall
      c. Radio Operator(s)
      d. Relief crews as needed

   vii. Rescue Boat Crews should be alert for the signs of hypothermia and know the treatment for the recovery for persons suffering from the effects. (see Appendix 3)

   viii. Sailors with head injuries, heat stress or hypothermia may have impaired decision-making capacity and may not recognize that they require assistance.

Important note:
Your safety, that of your crew and that of the competitors is the most important factor in your rendering assistance. In any situation where you must make a decision between boats and human life, human life shall come first.

Your primary responsibility is the safety of yourself and your crew. Do not put your own life at risk to render assistance. Call for help.

SECTION 6: Duties

Personnel allocated to specific duties are as set out in the following table:

Rescue Coordinator	Purpose:	Single point of control of rescue operations until Police assume control	
	Location:	On Shore	Radio Room
		On water	PRO Vessel
	Assignment:	PRO & SM	
	Duties:	Overall command and supervision of rescue operations, until Police assume control. Liaison with Outside Agencies Liaison with Commodore and Management Provide support to Course Race Officers	
Course Rescue Management	Purpose:	Rescue management on each course area	
	Location:	On Water	Race Committee Vessel
	Assignment:	CRO	
	Duties:	Overall command and supervision of rescue operations for that course, until PRO or Police assume control. Liaison with PRO Liaison with Police	
Safety Officer This only applies to regattas or in extenuating circumstances	Purpose:	To relieve the on-shore Rescue Co-ordinator of operational detail by contacting emergency services, coordination first aid, managing sign off completion, contacting relatives, liaising with the Club, etc., in communication with the PRO.	
	Location:	On Shore - Radio Room or Sailing Office	
	Assignment:	Sailing Manager or their delegate, or the CRO	
	Duties:	Assist the Rescue Coordinator as required Facilitate communication between internal club assets, staff, volunteers, and Emergency Services	
Radio Operators	Purpose:	To manage radio traffic.	
	Location:	On Shore	Radio Room
	Assignment:		Rostered radio operators
	Duties:	Operate radios and assist the Rescue Coordinator, PRO and SM with communication.	

SECTION 7: Emergency Procedure Operations Sheet

Guidelines for all Race Management Personnel

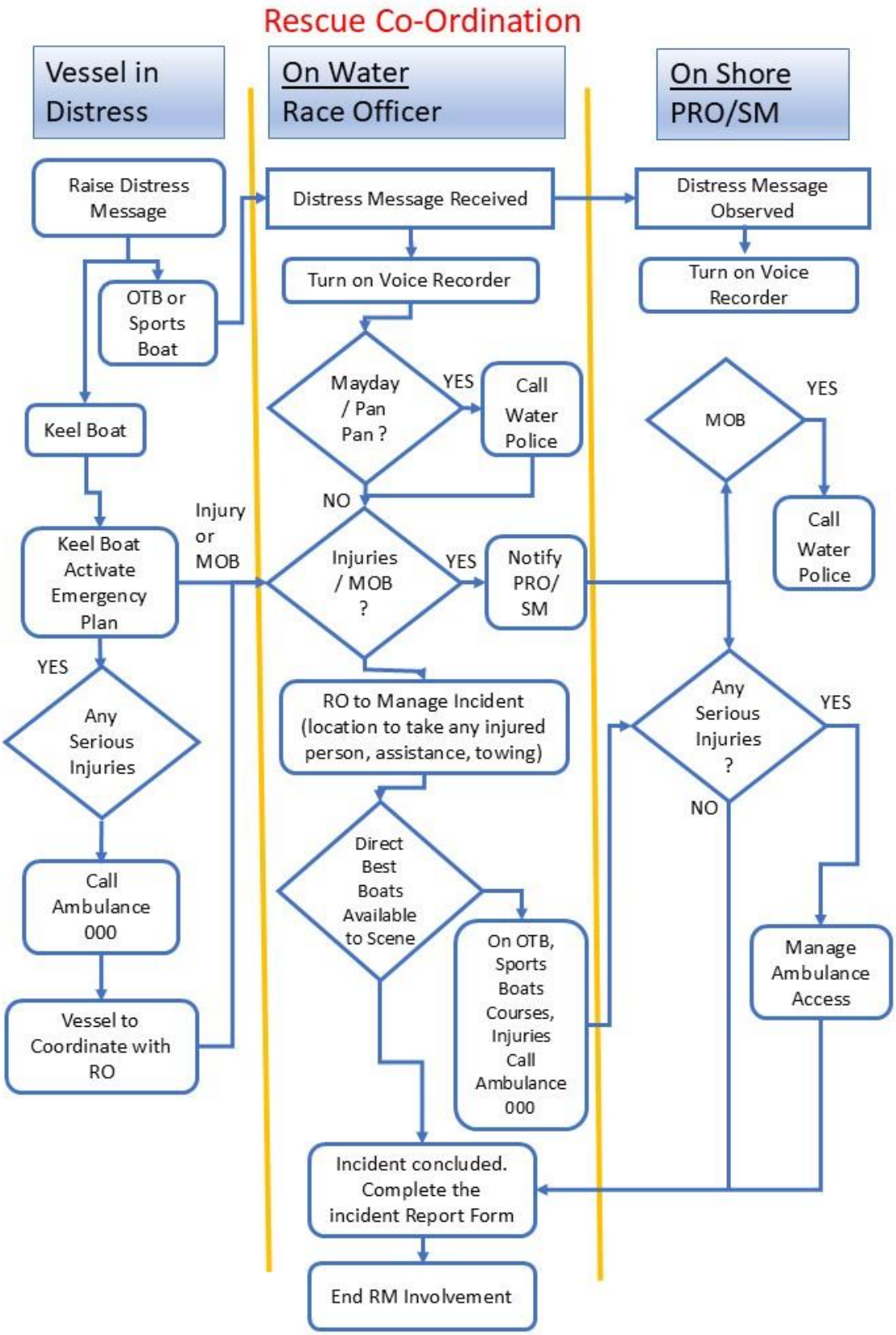
Incidents may include, but are not limited to:

Emergency	Non- Emergency
Boat in imminent danger, boat sinking	Collision of boats with no injury to crew
Loss of life, threat to crew life, serious injury, crew having a heart attack or similar	Loss of mast with no injury to crew and boat under control
Loss of mast with serious injury to crew	Injury to crew where the nature of the injury has been determined as not serious
MOB where crew not recovered or boat unable to assist with recovery	Loss of sails overboard or other equipment
Collision of boats where there is serious injury to crew and/or loss of life	Loss of motor where boat is not in any imminent danger but may require assistance
Fire on board	Extreme Heat

LEVEL	CONDITIONS	ACTION	CONTROL	COMMS
Level 1	<18kt	Patrol / Rescue		
	Light winds Slight sea Injury, Pan-Pan/Medical call Well within competitor capability	Rescue craft to patrol designated areas. Rescued boats to be towed ashore. Rescue boats not to leave course without clearance from CRO.	PRO	Monitor Course radio channel
Level 2	>18 <22kt	Elevated Patrol / Rescue		
	Moderate winds Moderate sea Major damage to vessel(s), potential weather deterioration, potential severe incident outcome, MOB, serious injury. Testing but manageable conditions	Coach, Jury and Media boats may enter course area and assist if requested by the CRO. PRO may utilise fleet chase boats	PRO	Monitor Course radio channel
Level 3	>22 < 32kt	Consider abandoning race, Rescue of personnel		

	Very strong wind and big seas. Beyond competitor capability for most. Severe weather warning	Abandon races. All available boats including jury & coaches to assist boats in trouble as directed or as otherwise required at their own discretion based on their experience. Rescue boats to either tow boats to available craft or abandon boats after tagging with crew safe tape. No support boats to leave the water until all sailors recorded on beach.	PRO) Rescue Coordinator (SM) to assist	Radio Room to assist. Liaise with Sailing Office head count / boats ashore
Level 4	>32kt	Outside assistance may be required		
	Heavy wind and big seas Well beyond competitor capability Potential loss of life MOB MAYDAY/EPIRB activation Thunderstorms and lightning	Decision to call Water Police	PRO SM	Liaise with Rescue Coordinator for head count / boats ashore Assist PRO / Water Police as required

Bureau of Meteorology (BOM) Wind Warning Definitions	Strong wind warning	Averaging from 26 knots and up to 33 knots
	Gale warning	Averaging from 34 knots and up to 47 knots
	Storm warning	Averaging from 48 knots and up to 63 knots


Rescue Co-Ordination
Vessel in Distress
On Water Race Officer
On Shore PRO/SM
Raise Distress Message
Distress Message Received
Distress Message Observed
OTB or Sports Boat
Turn on Voice Recorder
Turn on Voice Recorder
Mayday / Pan Pan ?
YES
Call Water Police
MOB
YES
Keel Boat
NO
Call Water Police
Injury or MOB
Keel Boat Activate Emergency Plan
Injuries / MOB ?
YES
Notify PRO/ SM
YES
Any Serious Injuries
RO to Manage Incident (location to take any injured person, assistance, towing)
Any Serious Injuries ?
YES
NO
Direct Best Boats Available to Scene
Call Ambulance 000
On OTB, Sports Boats Courses, Injuries Call Ambulance 000
Manage Ambulance Access
Vessel to Coordinate with RO
Incident concluded. Complete the incident Report Form
End RM Involvement

SECTION 8: On-Shore Safety Management

Prior to Race Management Briefing
Sailing Office

- Provide current list of entrants to PRO and CROs as required.
- Provide any weather warnings, notice to mariners or relevant communications to PRO.

Prior to First Warning
Sign On / Sign off Volunteers

- OTB
    - Shore Marshal to advise CRO of total number of competitors and any competitor who has not signed on.
- Keelboat
    - Radio Room to advise CRO of any vessel who has not called in via Radio.

During Racing
Course Race Officers

- Advise Radio Room and Shore Marshal of any competitor who has retired & heading ashore or who has been rescued, and any action required ashore.

Rescue Boats, Jury, Support Boats, etc.

- Advise CRO of any boat that has been rescued or retired and the action taken or observed.

After racing
Sign On / Sign off Volunteers

- OTB
    - Shore Marshal to advise CRO of any competitors who have not signed off within the time limit.
- Keelboats
    - Radio Room to advise the CRO of any competitor who has not radioed in at the completion of racing.

Abandonment
Course Race Officer

- Advise Radio Room of any course for which racing has been abandoned.
- Advise Radio Room of any competitor who has retired or been rescued.

Sign On / Sign off Volunteers

- Advise the PRO of any competitor who is not accounted for ashore.

Radio Room

- Advise the CRO of any competitor who has not signed off within the time limit

SECTION 9: Injury & First Aid Response

Rescue Boats including Jury, Media and Support

ANYONE WITH AN INJURED PERSON REQUIRING MEDICAL ASSISTANCE SHOULD CALL AN AMBULANCE DIRECTLY ON 000

- Advise CRO of any injury sustained on course including the name of the competitor and/or sail number, the nature of the injury, perceived severity and what action is being taken.

First Aid meeting point

- Persons requiring First Aid or further medical assistance should be dropped off at the **RGYC Sailability Dock**.

Course Race Officer

- Advise On Shore Rescue Coordinator of any injury reported by boats on their course including the name of the competitor and/or sail number, the nature of the injury, perceived severity and what action is being taken.

Radio Room

- Advise On Shore Emergency Coordinator of any injury reported including, where known, type of injury, perceived severity, anticipated arrival time at drop off point at RGYC Sailability Dock.

On Shore Emergency Coordinator

- Notify the First Aid Officer and accompany to drop off point at RGYC Sailability Dock.
- Contact parent/guardian.
- Advise the Sailing Manager, General Manager and PRO of situation.
- Prepare Incident Report in conjunction with First Aid Officer.

First Aid Officer

- Provide First Aid.
- A nominated shoreside volunteer or staff member shall be designated as First Aid person.

In all cases the person with the injured parties calls 000 as they will ask multiple questions

Location of On Shore Emergency Resources.

Refer to Appendix 1 for the location of On Shore Emergency Resources.

SECTION 10: Sailing Office Procedures

Prior to Racing	• Attend the Race Committee / Patrol boat meeting to discuss race conditions and any concerns. Confirm radio channels with PRO. • Log Radio & POB checks with all patrol boats and RIBs leaving marina. • Log Radio & POB checks with all jury boats leaving marina. • • Communicate with Shore Marshal to ascertain number of competitors signed-on and not signed on and (and in each class where appropriate).
During Racing	• Monitor the Radio and log all communications to the Radio Room. • Log the details (boat No. & time) of retired boats returning to the beach or marina. • Notify Start Boat of retirees ashore. • Log any information between race management vessels deemed to be relevant. • Perform regular checks of the BOM Radar and VIC Emergency app for weather concerns.
Emergency Procedures	• Log incidents where sailors removed from boat due to injury. Note time, boat number/name, sailor name (if available), and the location/rescue boat with the sailor and approximate arrival time at drop off point. • Ascertain details/severity of injury. Call Ambulance 000 directly while with the injured party. • Instruct rescue boat to deliver sailor to the nominated drop off point at the RGYC Sailability Dock. • Notify Sailing Manager of type of injury, perceived severity, anticipated arrival at drop off point.
Completion of Racing	• Confirm all sailors are accounted for. • POB checks with all patrol boats and the RIBS entering marina. • Radio & POB checks with all jury boats entering marina. • File any paperwork.
Abandonment of Racing due to Bad Weather	• Notify Sailing Office/PRO that racing has been abandoned. • Log incidents where sailors removed from boat for any reason. • Notify Start Boat when all sailors are accounted for. • Notify PRO when requested by Start Boat to escalate rescue function to Water Police.

Appendix 1: Location of Emergency Resources On-Shore

Sailability Dock

First Aid kits are located:

- On all Race Committee Vessels and course boats
- In the RGYC Clubhouse, behind the Member's Bar and in the Office.
- Large first aid kit shall be carried by a safety vessel nominated by the CRO.
- Hypo kit shall be carried by a safety vessel nominated by the CRO.

Automatic Electric Defibrillator's (AED) are located:

- On board Alpha One and Eclipse
- Behind the Member's Bar in the RGYC Clubhouse.

Club Location

Address: 25 Eastern Beach Rd, Geelong, Vic, 3220

Lat & Long: 38° 8' 42.9612" S, 144° 21' 58.3992" E

Or -38.145267°, 144.36639°

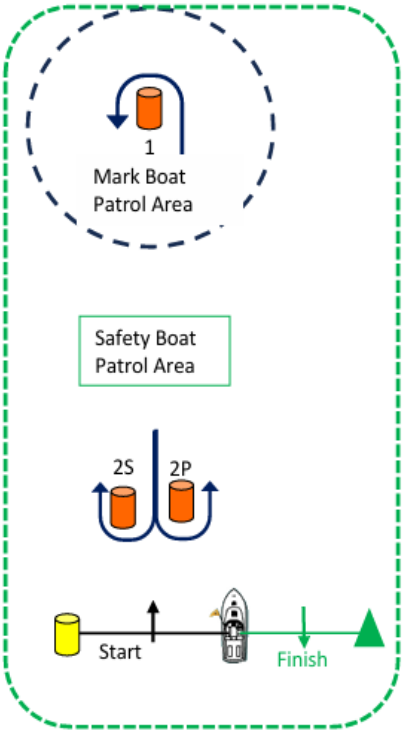
APPENDIX 2: Patrol Plan

Use the chart below to apply Section 4.

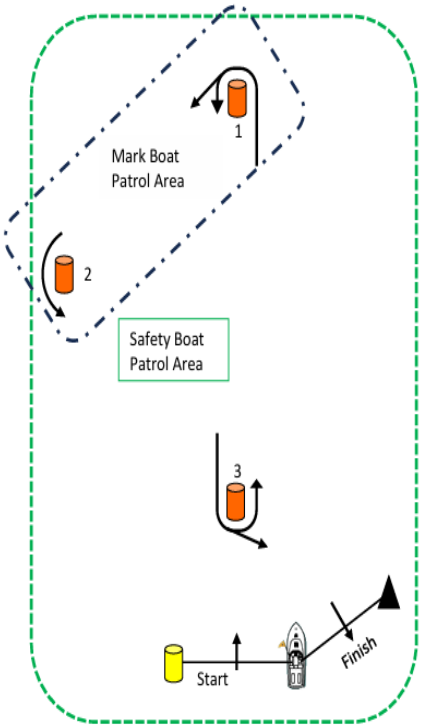
The following are to be used as a guide for OTB courses using a Mark Laying boat and a Safety boat.

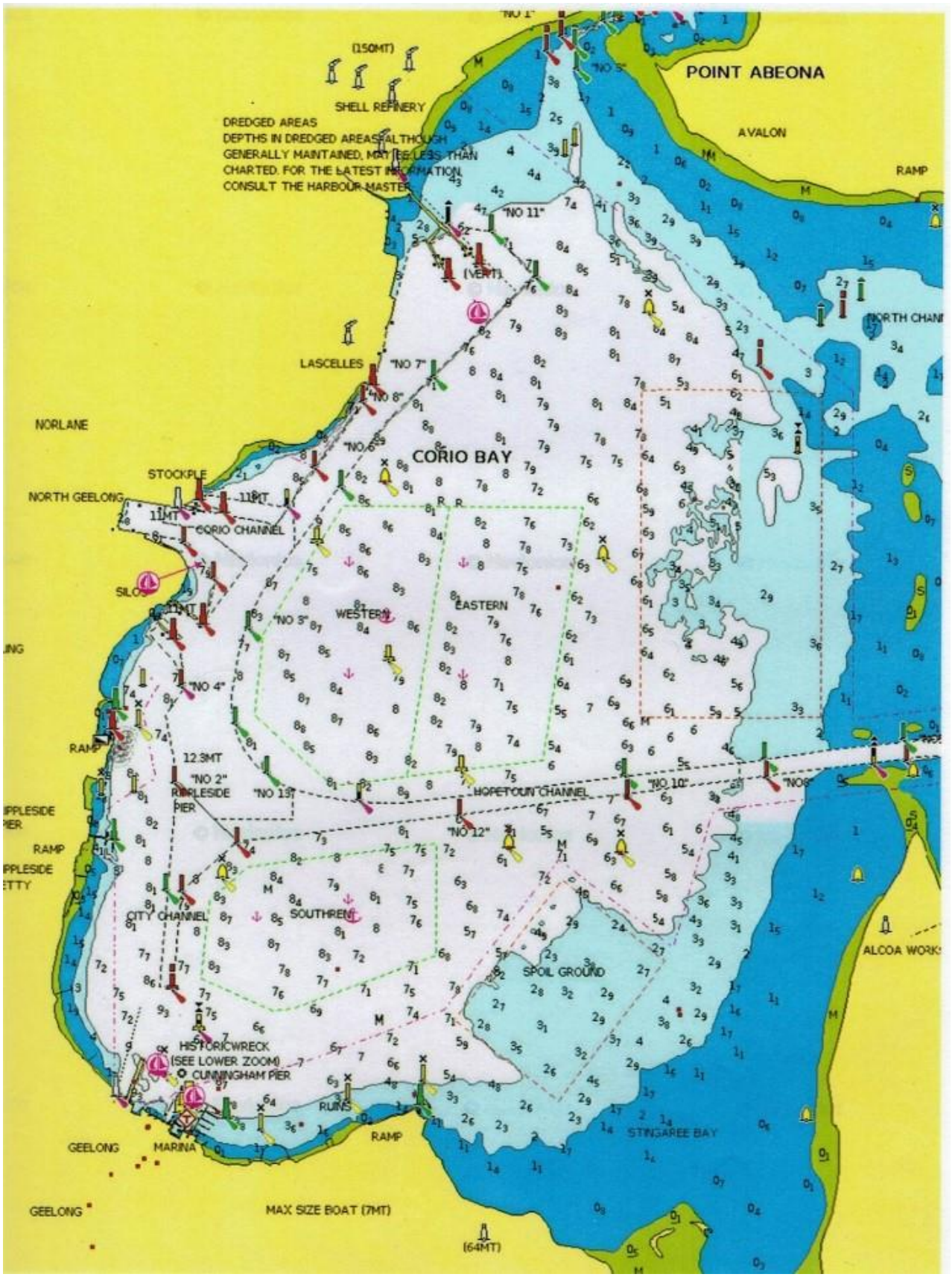
The Safety boat is to follow the fleet to and from the Course area.

Windward / Leeward Course



Triangle Course




POINT ABEONA
AVALON
RAMP
SHELL REFINERY
(150MT)
DREDGED AREAS
DEPTHS IN DREDGED AREAS ALTHOUGH
GENERALLY MAINTAINED, MAY BE LESS THAN
CHARTED. FOR THE LATEST INFORMATION
CONSULT THE HARBOUR MASTER
"NO 11"
(VERT)
LASCELLES
"NO 7"
"NO 8"
NORLANE
CORIO BAY
STOCKPLE
NORTH GEELONG
11MT
CORIO CHANNEL
SILOS
WESTERN
EASTERN
"NO 3"
"NO 4"
RAMP
12.3MT
"NO 2"
RIPPLESIDE
PIER
"NO 13"
HOPETOUN CHANNEL
"NO 10"
"NO 12"
CITY CHANNEL
SOUTHERN
SPOIL GROUND
ALCOA WORKS
HISTORIC WRECK
(SEE LOWER ZOOM)
CUNNINGHAM PIER
RUINS
RAMP
STINGAREE BAY
GEELONG
MARINA
GEELONG
MAX SIZE BOAT (7MT)
(64MT)

Appendix 3: Emergency personnel and contact details

Position/Service	**Name**	**Call sign**	**Mobile**
Sailing Manager	Drew Malcolm	Sailing Manager	0439 275 294
Principal Race Officer	Frank McMahon	Principle Race Officer	0410 006 390
General Manager	Steve Harper	General Manager	0423 886 960
Marina Manager	Paul Walters	Marina	0418 524 867
Volunteer Co-Ordinator (Keelboats)	Mike Lander	Keelboat Volunteer Co-Ordinator	0411 328 240
Volunteer Co-Ordinator (OTB)	Ben Fernando	OTB Volunteer Coordinator	0409 185 448

Emergency Services Contacts

Service	Detail	Contact #
Police, Water Police, Fire, Ambulance		000
State Emergency Services		132 500
Coast Guard Geelong		03 5278 8440
Victorian Water Police		(03) 9399 7500 or 1800 135 729

Appendix 4: Treating hypothermia

Guidelines for Race Management personnel and event volunteers

- 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
    - Loss of consciousness
    - Numb hands or feet
    - Shallow breathing
    - Shivering
- Restore Warmth Slowly
    - Get the person indoors.
    - Remove wet clothing and dry the person off, if needed.
    - Warm the person's trunk first, not hands and feet. Warming extremities first can cause shock.
    - Warm the person by wrapping him or her in blankets or 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 Person
- If the person is not breathing normally:
    - For an adult, start adult CPR.
- Continue CPR until the person begins breathing or emergency help arrives.
- Give Warm Fluids
    - Give the person a warm drink, if conscious. No caffeine or alcohol.
- Keep Body Temperature Up
    - Once the body temperature begins to rise, keep the person dry and wrapped in a warm blanket. Wrap the person's head and neck, as well.
- Follow Up
    - At the hospital, health care providers will continue warming efforts, including providing intravenous fluids and warm, moist oxygen.

APPENDIX 5: Treatment for Dehydration and Heatstroke

Guidelines for Race Management Personnel and event volunteers

For Non-Keel Boat Racecourses, a facility to replenish water bottles on course on days over 32 degrees C shall be provided.

- Help the person to lie down at total rest in a cool area.
- Loosen any tight clothing.
- If fully alert and conscious, give them frequent small drinks of water or ice chips to suck.
- If muscle cramps occur, gently stretch the affected muscles to ease pain.
- Check vital signs at regular intervals.
- If unconscious or not fully conscious, place in the recovery position.
- If the person is unable to drink, or is vomiting or unconscious, enact plan for serious injury.
- Prepare to give CPR if necessary.

APPENDIX 6: Radio Calling

Distress Call

Distress message prefixed "MAYDAY" repeated three times indicates that that the vessel or person using it is threatened by grave and imminent danger and requests immediate assistance, and is usually received on emergency channel VHF 16 (or 67 as alternative). It has priority over all other communications.

EXAMPLE OF A COMPLETE DISTRESS CALL AND MESSSAGE:
A MAYDAY message should be transmitted on the International Distress frequencies, VHF Channel 16 in Port Phillip Bay
DISTRESS CALL
Distress Signal (x 3) - **MAYDAY MAYDAY MAYDAY**
The words - **THIS IS** <VESSEL NAME>, <VESSEL NAME>, <VESSEL NAME> (x3)
DISTRESS MESSAGE
Distress Signal - **MAYDAY**
Name/Call sign - <VESSEL NAME & SAIL NUMBER>
Position - 50 NAUTICAL MILES DUE EAST, POINT DANGER
Nature of Distress - HAVE STRUCK A SUBMERGED OBJECT AND RAPIDLY TAKING ON WATER. ESTIMATE TIME AFLOAT IS 15 MINUTES, WE ARE DEPLOYING THE LIFE RAFT Other information - 40 FOOT YACHT WITH WHITE HULL, 4 PERSONS ON BOARD, EPIRB ACTIVATED (if time permits)
OVER

Urgency call

Urgency message prefixed "PAN PAN" repeated three times is used when person or vessel are not in grave and imminent danger. It has priority over all other communications except those concerned with distress.

Use of the urgency signal indicates that the station sending it has a very urgent message to transmit concerning the safety of the vessel, or the safety of a person

EXAMPLE OF AN URGENCY CALL AND MESSAGE SENT BY VESSEL:
Urgency Signal (x3) - PAN PAN , PAN PAN, PAN PAN
Station Called (x3) - All Stations, all stations, all stations
The words “this Is” -
THIS IS The station calling (x3) - VESSEL NAME G999 VESSEL NAME G999, VESSEL NAME G999
Urgency Message - 30 NAUTICAL MILES DUE WEST CAPE X, LOST PROPELLER , ESTIMATE DRIFTING AT 4 KNOTS AND REQUIRE TOW URGENTLY

Receiving a Distress or Urgency Call

Refer to Marine Radio Operators Handbook for correct procedures.

Note: RGYC may assist in a Distress (MAYDAY) or Urgency Call (PAN PAN), however it is the Water Police and /or Marine Radio Victoria (MRV) who will be the one(s) that will play the lead role in these situations.

The call will normally be made on VHF 16 and received by Water Police or Marine Radio Victoria - and responded to on the same channel by them.

Wait about 5 to 10 seconds to see if the authorities have responded to the call, and if not – take a deep breath and relax! No one will be concerned that your radio protocol is not perfect. Quiet, calm assistance and concentration is far more important than radio protocol.

Turn on the digital voice recorder, record time and make notes as you go;

1. Confirm with the caller the transmission is received e.g.
    a. MAYDAY (Caller, Caller, Caller)
    b. this is RG Base, RG Base, RG Base – Received MAYDAY
2. Record the calling vessel AND the distressed vessel's (if different to the calling vessel)
    a. name
    b. call sign
    c. sail number (if applicable)
    d. vessel number
    e. location
3. Determine if the nature of the situation is medical, rescue or assistance.
4. Maintain contact via radio or telephone.
5. Establish the vessel's position and document it.

APPENDIX 7: Incident Report Form

To be completed by the injured person and/or the support person who first responded to the incident.

Not to be included here. To be linked to online version of form to ensure it's the correct form.

Actions Immediately After Incident

All serious incidents must be reported to MSV using the "Marine Incident Record Serious Incident Form" available from:

https://safetransport.vic.gov.au/support/report-an-incident/registered-marine-search-and-rescue-organisations/

Use this form for collision, grounding, capsizing, swamping, flooding, loss or presumed loss of vessel, structural failure, loss of stability, fire, explosion, person overboard, onboard incident, other personal injury or close quarters, or for incidents that result in a hospital admission or that involve more than one vessel.

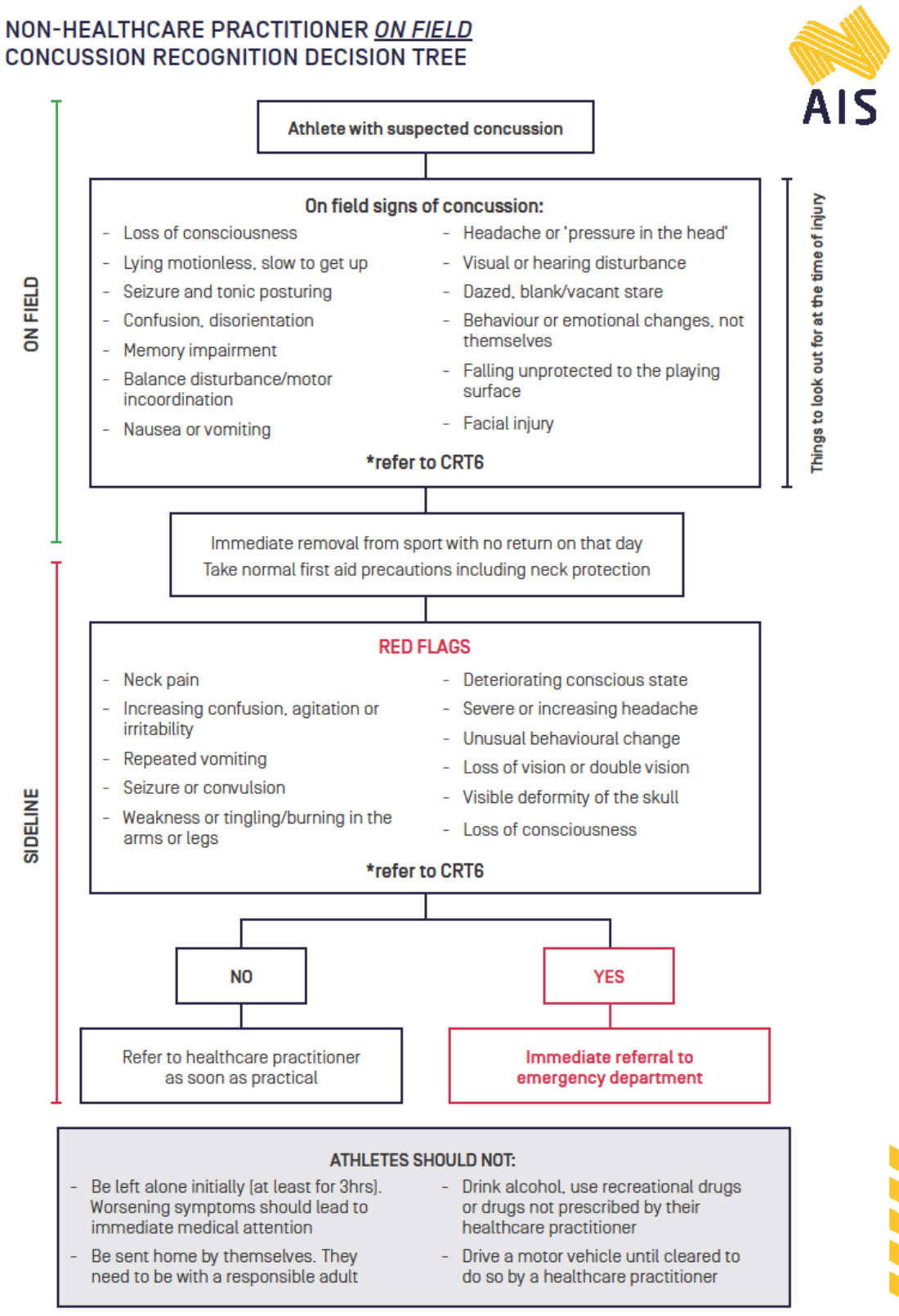
Send completed report to:

Email: marineincidents@transportsafety.vic.gov.au

Fax: 03 9655 6611

Mail: PO Box 2797 Melbourne VIC 3001

Appendix 8: AIS Concussion Protocols



Appendix 9: Emergency Radio Communication Log Sheet

Date..... Time..... Hrs

Communication Type

VHF ☐ Mobile ☐ Other ☐

YACHT DETAILS

Name..... Sail Number .....

Call Sign..... Mobile phone:.....

SUMMARY OF COMMUNICATIONS RECEIVED AND SENT

What is the nature of the injury / incident?

Is there a person in the water? If so, is assistance required?

Is an ambulance required and **has it been requested & by whom?**

What is the location of the vessel?

Is the vessel able to make it to port?

If so, which port is the vessel heading to and what is their ETA?

Does the vessel need assistance? If so, what is the nature of assistance requested?

The mobile number of someone near the patient and who will remain with them?

SUMMARY OF ADDITIONAL COMMUNICATIONS RECEIVED AND SENT

TIME	FROM (call sign / operator)	TO (call sign / operator	Topic

DETAILS OF PERSON COMPLETING THIS FORM

Name: ..... Phone: .....

Signature: ..... Date: ...../...../.....