

Rev 3.0 December 2019

Moreton Bay Trailer Boat Club SAILING GROUP CRISIS MANAGEMENT PLAN

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| **Revision** | **Date** | **Description** |
| 2.0 | 26/03/15 | Added revision table. Deleted references to 27MHz radio. |
|  | 06/02/17 | Reviewed. No changes required. |
| 3.0 | 11/12/2019 | Reviewed – Inclusion 20 metre Rule |

# CRISIS MANAGEMENT CHARTER

This Crisis Management Plan (CMP) has been developed by the Moreton Bay Trailer Boat Club (MBTBC) Sailing Group in cooperation with the Manly Coast Guard to clearly define the procedures to follow in the event of a crisis occurring during a MBTBC sanctioned yacht race or event.

# APPLICATION

This Crisis Management Plan is to apply to members and visiting guests participating in any MBTBC club race or cruising event, including Manly Combined Clubs (MCC) races and events.

It is to apply whenever a MBTBC/MCC event is being held within the confines of Moreton Bay. The area includes waters within Moreton Bay, QLD and course areas as defined by Manly Combined Clubs Courses – see Appendix A of the Sailing Instructions for the Manly Combined Clubs Championship.

Should MBTBC operate an event outside Moreton Bay, a specific Crisis Management Plan is to be developed to cover such an event. The CMP is designed to operate in cooperation with the Manly Coast Guard and other emergency services and is not meant to be an alternative to already existing rescue procedures.

The overall responsibility of safety of crew still lies with each skipper. This plan is to be used as a tool for assisting skippers in the event of an emergency and does not replace the overall responsibility of each skipper.

As per Maritime Safety Queensland ALL boats are to observe a 20 metre clearance around ANY fixed channel Marker.

# CRISIS MANAGEMENT TEAM

A Crisis Management Team has been established to develop, implement and continually audit this plan. The Crisis Management Team shall consist of the following personal:

* + Sailing Group Captain
  + Sailing Group executive committee
  + Officer of the day
  + Representative from Manly Coast Guard The Crisis Management Team will be responsible for:
* The development and updating of the Crisis Management Plan
* Ensuring all participants in events are aware of the plan and have copies of the procedures
* Ensuring all Start Boat officials are briefed in the Start Boat requirements and have the Start Boat procedures kit.
* Undertaking a 6 monthly review of the plan.

The roles and functions of each of the crisis management team members are as follows:

# Sailing Group Captain

* The overall management and implementation of the Crisis Management Plan
* Chair all crisis management meetings
* Distribute the Crisis Management Plan and procedures to all appropriate personnel.

# Sailing Group Executive Committee

* Participate in the development and implementation of the plan as requested by the Sailing Group Captain
* Attend all meetings regarding the plan including 6 monthly reviews

# Race Office / Officer of the Day (OOD)

* Ensure competing boats have copies of the current procedures contained in the plan
* Ensure the start boat for the day is fully familiar with the procedures and has the full start boat kit.
* Advise the coast guard of the course chosen for the race day
* Monitor the progress of the fleet during the course of a race

# Coast Guard Representative

* Advise the Crisis Management Team of the procedures of the Coast Guard and other emergency services
* Coordinate with the Crisis Management Team on all matters of safety
* Coordinate with Coast Guard duty officers to advise courses for race day
* Attend review meetings of this plan

# DEFINITION & CLASSIFICATION OF CRISIS

For the purpose of this plan a crisis is defined as any incident that may lead to damage to boats or injury to personnel and is classed as one of the following levels:

# Level 1 - Severe Incident

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| --- | --- |
| **Assessment** | **Response** |
| * Major severity/impact * Potential loss of life * Man Over Board for more than 10 minutes * Boat Sinking * Mayday/EPIRB activation * Severe weather | **o Take immediate action**   * Race Control to notify emergency services immediately * Coordination to be taken over by emergency services |

**Level 2 - Major Incident**

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| --- | --- |
| **Assessment** | **Response** |
| * Moderate Severity/impact * Serious Injury * Major damage to vessel * Man Over Board * Potential bad weather conditions | * Notify race control * Emergency Services to be notified |

**Level 3 - Minor Incident**

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| --- | --- |
| **Assessment** | **Response** |
| * Minor severity/impact * Minor Injury * Minor damage to boat | * Race control to be notified * Race control to coordinate   Coast Guard if they are required |

|  |  |
| --- | --- |
| * Boat collision * Pan Pan call |  |

1. **TYPES OF INCIDENT**

Below is a list of possible incidents that could occur during a MBTBC event. This list is by no means complete and is included only as a guide.

# Examples of Incidents

* + Personal Injury or illness
  + Collision between boats
  + Capsize
  + Mechanical failure
  + Vessel run aground
  + Person Overboard
  + Fire
  + Explosion
  + Broken Rigging
  + Missing boat
  + Change in weather conditions
  + Sinking boat
  + Need to contact crew member
  + Death on board

Each of the above incidents may have several levels of severity. The level of severity will dictate the response required.

Again, it is the skipper’s responsibility to clearly identify to race control the level of severity of an incident.

# PROCEDURES

The following procedures have been developed to assist competitors, Race Control, Manly Coast Guard and the MBTBC in the event of an incident.

# Procedure 1 For Boats Competing in Race Events

This procedure deals with race events. It details the procedures for the boat in crisis, the Race Control (Start Boat) requirements and what other competing boats should do in times of a crisis.

# Procedure 2 For Race Control (Start Boat)

This procedure details the responsibility of the Start Boat during the course of a race and in the event of a crisis.

# Procedure 3 For the Race Committee

This procedure details the responsibilities of the Race Committee during an event.

# Procedure 4 For Contacting a Competing Boat from Shore

This procedure details how to contact crew members should a message need to be relayed from the shore to a crew member.

# Procedure 5 For Cruising Events

This procedure details the requirements for cruising events.

# PROCEDURE 1 – FOR BOATS COMPETING IN RACE EVENTS

**Boat in Crisis**

The following procedure is to be followed by the skipper or delegated crew member of a boat in crisis.

# For a Level 1 severity incident, contact Coast Guard directly on the emergency channel VHF Ch16

o Follow distress call procedures

* If a lower severity incident, or after initially contacting the Coast Guard, contact Race Control on VHF Ch72:
  + Give boat name
  + Give boat position by GPS or nearest marker
  + Give details of crisis. Clearly identify the type of crisis and severity of the crisis.
  + Advise number of people on board
  + Advise what assistance is required
  + Acknowledge receipt of call from race control
  + Standby and follow further instructions

# Boats Adjacent to Incident

During the course of a crisis, it is the responsibility of other boats to assist whenever possible in an incident.

It is important however, to assist in keeping radio channels clear, that race control identifies and nominates an official standby boat.

All boats have an initial responsibility to:

* Contact race control to ensure they are aware of crisis
* Advise race control if they are near the incident
* Give assistance as required

Once an official standby boat has been nominated by race control, their responsibility will be to:

* Relay messages as requested
* Assist as requested

All other boats should maintain radio silence during the course of an incident.

# PROCEDURE 2 – FOR RACE CONTROL (START BOAT)

The start boat is the official race control centre for a racing event. Race control will have the responsibility of coordinating activities during a crisis.

# Responsibilities During a Race or Event:

* Record all entrants in an event and maintain a register of the participants
* Advise Manly Coast Guard who the start boat is and the course for the day via radio
* Monitor and maintain radio contact with the fleet during the course of the race
* Maintain a radio log throughout the race of any calls for assistance
* Register all boats at the completion of a race
* Sign off any boats reporting that they will not be finishing the race
* If not all boats have been signed off at the end of the day, try and make contact with the missing boat to determine its location and status
* Report any missing boats to Manly Coast Guard

# Upon Receipt of a Crisis Call:

* Acknowledge receipt of the call
* Ascertain if outside assistance is required
* Contact Manly Coast Guard on emergency channels to obtain assistance
* Advise boat in crisis that outside assistance has been requested and what the procedures will be
* Co-ordinate with other competitors and nominate a standby boat
* Log the call in the radio log detailing the time, location of the boat, name of vessel and assistance required

# Upon Receipt of a Call from Shore:

Refer to Procedure 4 - Contacting Competing Boat from Shore.

# PROCEDURE 3 – FOR THE RACE COMMITTEE

The Race Committee consists of the Officer of the Day, the Sailing Group Captain and the Start Boat Skipper.

# The Officer of the Day is to:

* Select the course for the day
* Advise the start boat and sailing group captain.
* Assist start boat with starting procedures and ensure they are familiar with their procedures (Procedure 1)
* Advise the clubhouse who the start boat for the day is and the course for the day
* Maintain contact with the fleet during the course of the race and the location of the head and tail of the fleet
* Advise start boat if the course is to be shortened and to where

# The Sailing Group Captain is to:

* Ensure the procedures for the day are being complied with

# The Start Boat Skipper is to:

* Ensure they understand the instructions for the day
* Ensure they understand the race procedures and procedures in case of a crisis
* Follow Procedure 2 for the Start Boat

# PROCEDURE 4 – FOR CONTACTING A COMPETING BOAT FROM SHORE

Should there be a requirement to contact someone on a competing boat the following procedure shall be followed:

# For Calls Received by the Clubhouse or Manly Coast Guard:

* Record the name and contact number of the person who wishing to contact someone and take details of the message
* Contact the Start Boat via the radio room or Manly Coast Guard and advise them who is to be contacted and what boat they are on
* Advise the Start Boat of the urgency to contact a particular person
* Advise the Start Boat of the message
* Relay back to the original person that a message has been transmitted

# For Calls Received by the Start Boat:

* Log the call when received
* Try to contact the boat in question and pass on the message
* If the boat does not respond, send the safety boat out to locate the boat and pass on the message (This is only to be done if the message is urgent)
* Relay any message back to land.

# PROCEDURE 5 – FOR CRUISING EVENTS

Cruising events are to be controlled by the Cruising Event Coordinator.

# Cruising Event Coordinator

On the morning of the start of the cruise, the cruising coordinator shall.

* Check weather conditions and confirm cruise location
* Make a record of all boats expected to participate in the event
* Notify the coast guard of where the cruise is going and how many boats are expected
* Notify club house of where the cruise is going and how many boats are expected
* Monitor the location of the fleet during the cruise
* On return, notify coast guard that all have returned safely
* Leave message with club that all have returned safely

During the course of a cruise, should an incident occur, the following procedures will also apply.

* **Procedure 1** - Competing Boats, and
* **Procedure 4** - Contacting a Competing Boat from Shore,

The Cruising Event Coordinator will take the role of the Start Boat in Procedure 1 and Procedure 4.