

Broome Sailing Club

**Emergency Plan**

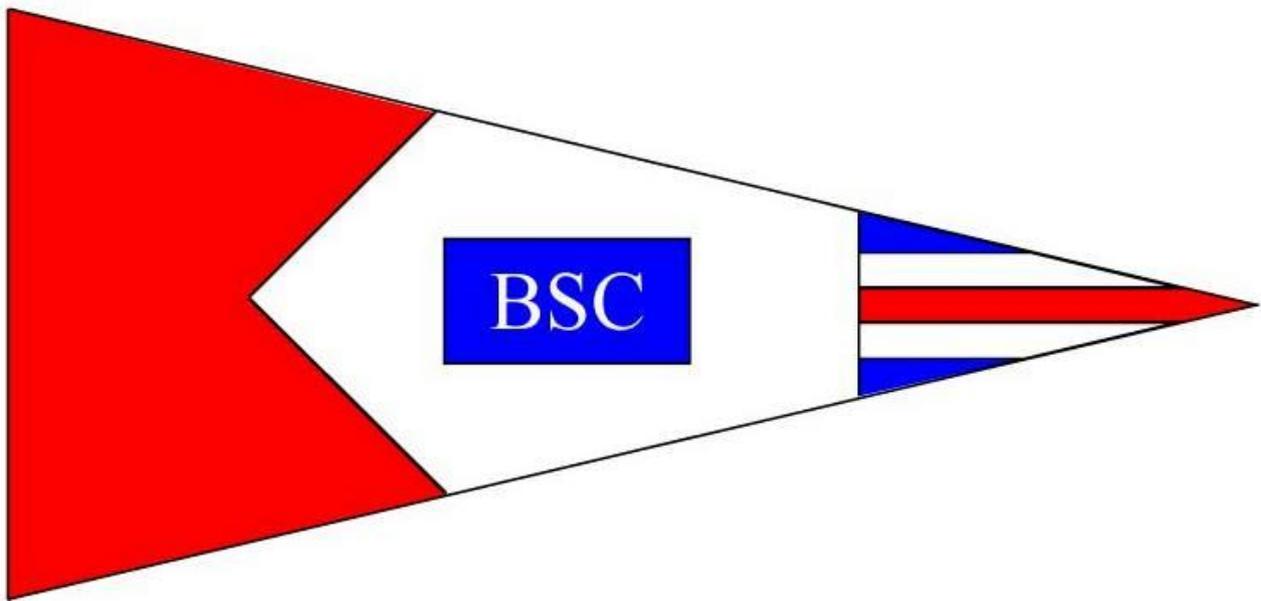


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## 1. Aim

- 1.1 The aim of this Plan is to facilitate -  
fast and effective action in relation to an emergency (on or off the water); and  
support for crew members involved in an emergency, their next of kin and Club  
members generally,  
*NB: the first parts of this document related directly to incidents occurring on-the-  
water and these are primarily covered by yachting Australia recommendations. For  
emergencies occurring on-the-beach see [Appendix E](#).*

## 2. Definitions

- 2.1 In this Plan unless the contrary intention appears -
- An activity** means any on the water activity involving an off the beach boat  
conducted by the Club in accordance with notice given by the Club to the DoT, Sea  
Rescue or the Personal Support Officer,
- An emergency** means an event reported by the Race Officer to the Coastal Patrol  
as an event which, in the opinion of the Race Officer, is unable to be dealt with by a  
rescue boat.
- An On-the-Beach Emergency** is an event that is not directly related to sailing, but  
to a club activity taking place on the beach. NB: See [Appendix E](#)
- Beach Marshall** is a club official designated to be responsible for all non-sailing  
activities.
- Sea Rescue** means the Broome Volunteer Sea Rescue Group.
- Club** means the Broome Sailing Club Inc.
- Handbook** means the Marine Radio Operators Handbook.
- Plan** means this Off the Beach Division Emergency Plan.
- Police** means the WA Police Service.
- DoT** means the local Department of Transport Marine Officer
- Off the beach boat** means an off the beach boat defined in the Racing Rules of  
Sailing as follows: "The term 'Off the Beach Boats' covers un-ballasted open boats  
including Centreboard Dinghies, Sailboards, Skiffs and Multi-hulls but does not  
include Cabin Boats or Fixed Keel Craft."
- Race Officer** means a person who has undertaken Race Officer and rescue boat  
training who the Club appoints as the Race Officer.
- Racing Rules of Sailing** mean the 2009-2012 Racing Rules of Sailing of the  
International Sailing Federation and the prescriptions and special regulations of the  
Australian Yachting Federation, effective 1 July 2009.
- Rescue boat** means a motor boat which -
- is equipped with a radio and manned by a crew of at least two; and
  - the Club has arranged to be in attendance at an activity and may include a  
Committee Boat or Race Management Boat in attendance at an activity.
- Rescue boat training** means rescue boat training approved by the Club.
- Personal Support Officer** means the person nominated by the club (and being  
acceptable to the Red Cross) as being responsible for performing the duties  
described in paragraph 6.20 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 a skipper of a boat seeking assistance by other means.
- 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 Club's 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 Addendum A to those Rules: Special Regulations, Part 2, Off the Beach Boats.
- 3.6 For ease of reference, relevant parts of the instructions, rules and regulations are quoted in Appendix A.

### 4. Application

- 4.1 This Plan applies to a boat participating in an activity.
- 4.2 A skipper or crew of a boat to which the plan applies is responsible for becoming conversant with the Plan.
- 4.3 Copies of Appendix B [a summary of the Plan] and Appendix C [contact numbers], laminated back to back, shall be –
  - carried by the Race Officer and any person in charge of a rescue boat; and
  - be available to the Police, the Sea Rescue and the Personal Support Officer.
- 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 waters off Cable Beach to the West; and
  - the waters of Roebuck Bay, off Town Beach in the East.
- 5.2 The general area covered by this Plan is indicative only and it may extend to the North, South, East 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 DoT, the Sea Rescue and to the Personal Support 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 Police, the Sea Rescue 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.

- 6.3 The Club shall be responsible for ensuring that the Race Officer and any person in charge of a rescue boat -
- have undertaken rescue boat training; and
  - are briefed on the nature of the activity and the rescue boat's role in relation to it.
- 6.4 The Club shall also be responsible for briefing the skipper and crew of a visiting boat participating in an activity about the Plan.
- 6.5 The Club shall ensure that the number of rescue boats in attendance in an activity is appropriate having regard to -
- the number of boats participating in the activity;
  - their design;
  - the experience of their skippers and crews; and
  - the forecast weather conditions

**The Police.**

- 6.6 The Police shall take control of an emergency.
- 6.7 The initial contact point for the Police shall be the number which appears in Appendix C.

**Sea Rescue**

- 6.8 The Sea Rescue shall be on standby for the duration of any activity.
- 6.9 In the event of an emergency, the Sea Rescue shall inform the Police accordingly.
- 6.10 The Sea Rescue's contact details are – Mobile: 0447 912 820

**Race Officer**

- 6.11 The Race Officer shall be a person appointed by the Club.
- 6.12 The Race Officer shall give priority to rescue duties over race management functions.
- 6.13 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.
- 6.14 The Race Officer shall be responsible for -
- co-ordinating the movements of any rescue boat in attendance at an activity and, in doing that, ensuring that any direction given to a rescue boat that may also be acting as a Committee Boat or Race Management Boat, takes into account its function as a rescue boat and gives priority to that function; and
  - reporting an emergency to the Sea Rescue.
- 6.15 Once the Race Officer has reported an emergency to the Sea Rescue, the Race Officer shall -
- act as the on scene controller until directed by the Police to cease that function;
  - when acting as on scene controller, liaise with the Police and the Sea Rescue;
  - decide whether to abandon the activity in respect of which the emergency has been reported;
  - inform a Club official listed in Appendix C 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 Personal Support Officer of the emergency, the steps being taken in response to it and provide support for the Personal Support Officer; and
- direct media enquiries to a Club official listed in Appendix C.

**Rescue Boat**

- 6.16 A rescue boat shall be subject to, and respond to, the directions of the Race Officer.
- 6.17 A rescue boat that is also acting as a Committee Boat or a Race Management Boat, shall give priority to its rescue boat functions.
- 6.18 Where the person in charge of a rescue boat is a person other than the Race Officer, the person in charge shall -
- monitor the fleet and weather conditions and report any event that may warrant the attention of the Race Officer to the Race Officer; and
  - report to the Race Officer any event that is unable to be dealt with by the rescue boat.

**Personal Support Officer**

- 6.19 The Personal Support Officer shall be a person nominated by the club (and acceptable to the Red Cross) whose particulars have been provided to the Police, the Sea Rescue and the Club.
- 6.20 The Personal Support 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 D 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, the 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. This Plan shall be activated by the Race Officer reporting to the Sea Rescue an event that is, in his or her opinion, unable to be dealt with by a rescue boat.

**8. Communications**

- 8.1 All radio communications shall be in accordance with the Handbook.

## APPENDIX A – Sailing Instructions

### Sailing Instructions

- 1.1 It is recommended that each boat complete a Crew List and lodge it with the Race Officer so that the a crew member's nominee may be contacted in the case of an emergency.
- 1.2 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 crew.
- 1.3 A boat that retires from a race shall notify the Race Officer as soon as practicable.
- 1.4 If the wind speed is estimated or measured by the Race Officer to be -
  - (a) over 30 knots in any gust; or
  - (b) over 25 knots continuously for a period in excess of 30 seconds, the Race Officer shall abandon the race and display the Abandonment Signal and all boats shall return to shore.
- 1.5 The fact that a race is not abandoned by the Committee or Race Officer does not mean that conditions are safe for all boats - attention is drawn to rule 4.

### Fundamental Rules Of The Racing Rules Of Sailing

2. The Fundamental Rules of the Racing Rules of Sailing 2009 -2012 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.  
The AYF prescription to rule 47 provides that -  
*A boat shall also carry the equipment specified in and otherwise comply with the Special Regulations of the AYF as set out in Addendum A, Part I or 2 as appropriate.*
  - 4 Decision To Race  
The responsibility for a boat's decision to participate in a race or to continue racing is hers alone."
6. 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 2

- 6 Regulations RI to R9 of the Australian Yachting Federation's Special Regulations Part 2 is in die following terms -
  - RI Personal Buoyancy**  
Crew members shall wear, while racing, personal flotation devices in good repair, secured about their persons in a manner appropriate to the design of the garment, which bear, or at the time of purchase did bear, the appropriate SA mark of approval in accordance with the current edition of Standards Australia AS 1499 (PFD 2) or AS2260 (PFD 3). An equivalent or more stringent overseas standard

such as EN 396 may be worn and shall be branded with their mark of approval. A higher standard, e.g., AS1512 (PFD 1) is also acceptable. Superseded versions of AS1512 or AS 1499 or AS2260 may be used during the period in which the equipment remains serviceable.

## **R2 Additional Buoyancy**

Off the Beach Boats shall be constructed or be fitted with additional buoyancy, secured in the boat either by being built-in, enclosed in compartments, or by all-round straps or other equally secure fastening, so as to be buoyant when swamped, as follows a capsize. Monohull boats shall float and shall support not less than 25kg mass for each crew member. Catamarans shall float and each hull shall support not less than 25kg mass for each crew member in the following conditions: R2.1

Boats fitted with bag buoyancy:

Not less than half of the number of buoyancy bags deflated when hulls totally flooded. R2.2 Enclosed hulls divided into not less than two separate compartments:

Not less than half of the number of compartments flooded. R2.3 Enclosed hulls not divided into compartments:

The whole of the hull flooded

## **R3 Arrangement of Additional Buoyancy**

Buoyancy shall be so disposed as to float the boat on an even keel when swamped following righting after capsize.

## **R4 Mainsail Fastening**

The mainsail shall be capable of being lowered easily by hand at the base of the mast or cockpit area with the boat in both the upright and capsized position. In the case of pocket luff and similar mainsails, a means of easily lowering the rig by hand shall be provided.

## **R5 Centreboards**

Centreboards shall be positively secured to the hull, by lanyard, bolt, pin, or other effective means so that they remain in the centre board case when the hull is inverted. This shall not apply to sail boards.

## **R6 Masts**

R6.1 Hollow masts shall be either:

- (a) completely sealed to prevent the entry of water, or
- (b) have a 15mm minimum diameter drain hole within 300mm of the base of the mast, and/or
- (c) have 30% of the mast, measured from the top, filled with closed cell rigid foam.

R6.2 Sailboard masts shall be securely attached to the hull by means of a locking pin, through-bolt or lanyard.

## **R7 Bailers or Pumps**

R7.1 Boats, other than those that have enclosed substantially self-draining hulls which are capable of accepting a tow after lowering sails without prior bailing and without damage or excessive strain to the hull, shall carry one adequate bailer or pump in addition to transom flaps or venturi type bailers or other automatic devices which may be fitted.

R7.2 Pumps, if not permanently attached to the hull, and bailers shall be attached to the hull with a light lanyard of length which permits the equipment to be operated without releasing the lanyard.

## **R8 Rudders**

R8.1 Unless the rudder box or rudder stock is securely fixed to the hull and requires tools to remove it, a rudder pin or pintle of each rudder shall be drilled and

fitted with a stainless steel retaining pin. R8.2 While boats are on the water, tillers which are not permanently attached to rudder stocks shall be secured to them by pins or lashings, and rudder blades which are not permanently attached to rudder stocks shall be secured to them by bolts, pins or lanyards.

**R9 Hull identification.**

R9.1 All boats other than sailboards shall bear the identification set out below, in legible indelible letters and figures of minimum height of 50mm and minimum thickness of 8mm, except where otherwise specified, and of contrasting colour to the background located externally on the hull, or transom, or rear beam or both outboard sides of the hull(s) near the transom.

R9.2 Boats on a club register:

R9.2.1 Name of boat.

R9.2.2 Registered sail number.

R9.2.3 Class name, e.g. LW Sharpie, Sabot, etc.

R9.2.4 Name of Club, which may be abbreviated to BSC.

R9.2.5 Club and class name may be in letters and figures of minimum height of 20mm and minimum thickness of 4mm.

Hull identification example:

Pollyanna Sabot 940 Chelsea Y.C.

(50mm x 8mm) (20mm x 4mm) (50mm x 8mm) (20mm x 4mm)

R9.3 Boats on a Class Association Register, but not on a club register: R9.3.1

Name of boat. R9.3.2 Registered Sail Number.

R9.3.3 Class name, e.g. LW Sharpie, Sabot, etc., which may be in letters and figures of minimum height of 20mm, and thickness of 4mm.

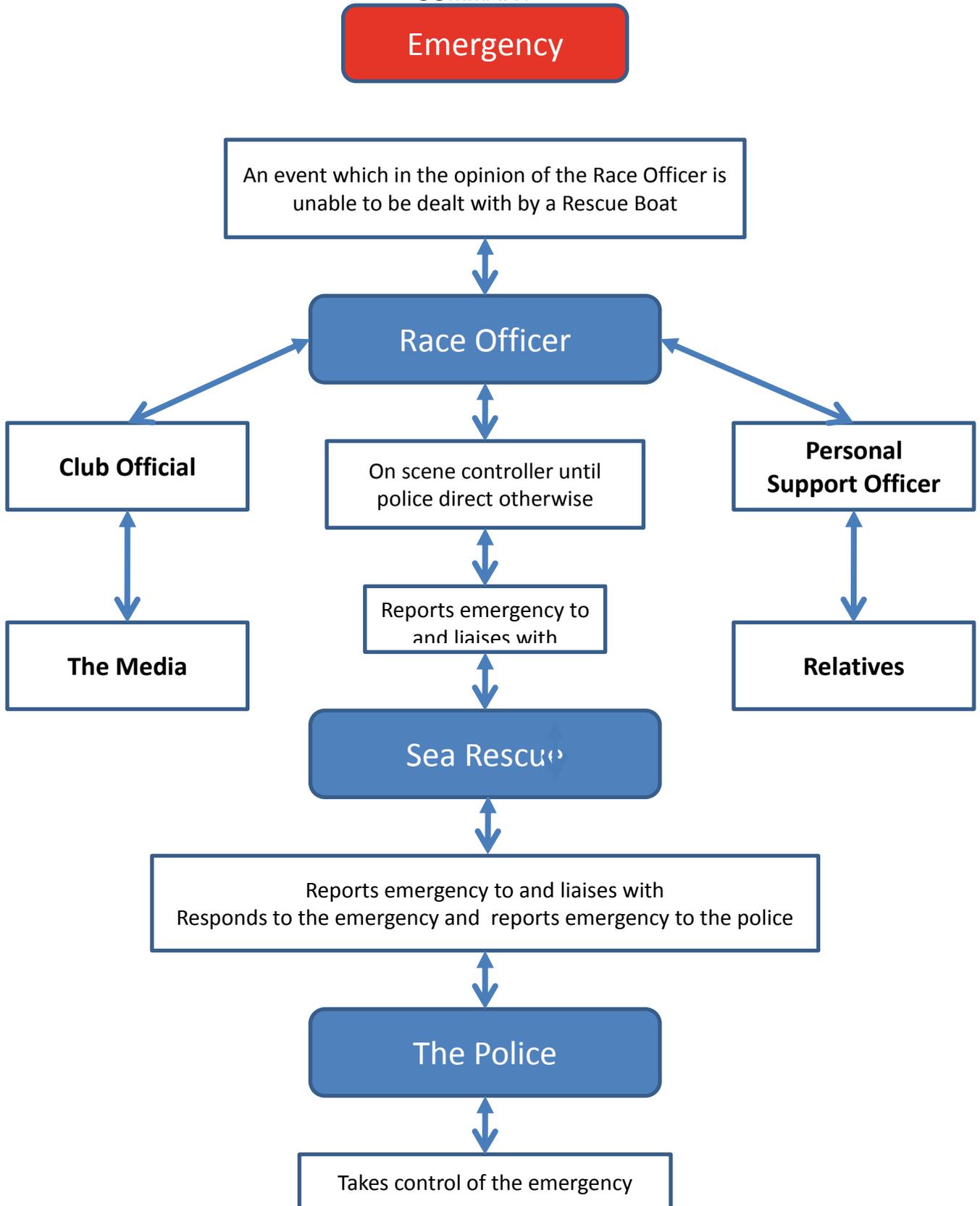
R9.4 Sailboards

Sailboards on a club or class association register shall display the information required to under either 9.2 or 9.3 in characters of minimum height of 20mm and minimum thickness of 4mm on the aft deck or hull.

R9.5 For the purpose of compliance at interstate regattas, a boat complying with the regulations applicable to its state of registration shall be deemed to comply with the regulations applicable in the state in which it is competing.

### APPENDIX B – Off-the-Beach Emergencies Flow Chart

SUMMARY



## **APPENDIX C – Contact Numbers.**

### **BROOME SAILING CLUB OFF THE BEACH EMERGENCY PLAN CONTACT NUMBERS**

1. BROOME VOLUNTEER SEA RESCUE GROUP  
Mobile 0447 912 820

2. POLICE [Broome Police Station]  
(08) 9192-1212

3. BROOME SAILING CLUB OFFICIALS  
Commodore  
Miranda Dibdin 0419 440 12

Vice Commodore  
Phil Cox 0409 036 443

Rear Commodore  
Sarah Liddiard 0428 351 004

Race Officer  
Brett Winfield 0422 636 332

Rescue Officer  
John Kennedy 0412 460 442

Personal Support Officer  
Carol Kennedy 0488 910 740

**APPENDIX D – Crew List Form**

**Broome Sailing Club  
Crew List**

I .....the owner or skipper of .....  
 [PRINT NAME OF OWNER OR SKIPPER] [PRINT NAME/# OF BOAT]

provide the following information to the Broome 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 Broome Sailing Club) that is affiliated to a State or Territory yachting authority (such as the Yachting Association of WA) 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.

Crew Name	Emergency Contact and number	Crew's Club	AYF #

IF YOU NEED MORE SPACE, PLEASE USE A SEPARATE FORM

DATED this ..... day of ..... 200..

SIGNED:

[SKIPPER OR OWNER]

## **APPENDIX E – On-the-Beach Emergencies**

### **1. Application**

- 1.1 This Appendix applies to all On-the-Beach club activities not directly related to sailing.

### **2. Area Covered**

- 2.1 The general area covered by this Appendix includes the designated beach area allocated to the portable club facilities and the beach launching area in use by club members.
- 2.2 The general area covered is indicative only and is not exclusive to this area.

### **3. Responsibilities**

#### **The Club**

- 3.1 The club shall provide first-aid facilities, fire extinguisher(s) and fire blankets.
- 3.2 A club member shall be designated as Beach Marshall and Personal Support Officer

#### **The Emergency Services**

- 3.3 The Emergency Services shall take control of an emergency.
- 3.4 The initial contact point for the Emergency Services shall be the number which appears in Appendix C.

### **4. Activation**

- 4.1 The Plan shall be activated by the Beach Marshall or Personal Support Officer reporting to the Emergency Services an event that is, in his or her opinion, unable to be dealt with by the club.

### **5. Communications**

- 5.1 All radio communications shall be in accordance with the Handbook and all telephone communications via mobile phone

### 6. On-the-Beach Emergency Flow Chart

