

Mackay Yacht Club Inc. Emergency Management Plan

Amended 23/1/2009

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 a race organized by the Mackay Yacht Club Inc.

As a rule, the Sailing Instructions will provide information concerning radio channel(s) monitored by the Sailing Committee and/ or the Officer of the Day and details pertaining to any radio skeds that are an obligatory part of the planning for a particular race. It is incumbent upon all skippers of Yachts participating in Club organized events to familiarize themselves with the radio requirements outlined in every set of Sailing Instructions before proceeding to the starting area.

This document will list a range of emergency support agencies but it is emphasized here that the primary point of contact for a Yacht in an emergency shall be as specified in the Sailing Instructions for the particular event.

2. Contact Details:

Emergency Management Team

Mackay – Bob Hayman Home 07 49562618
Other contacts - see Section 3.

Sailing Committee

Officer of the Day Various
Media manager – Sedden Cripps Mob 0448719824

Bureau of Meteorology

Marine Warning (Phone) 1300 360 427
Weather by Fax Bowen to St Lawrence 1902 935 738

Radio Communications

[Race] Officer of the Day VHF Ch. 72 or as specified otherwise in the Sailing Instructions.

Volunteer Marine Rescue (VMR) Stations

VMR448 Mackay* Duty Officer of the day 4955 5448
VHF Ch. 16/67 Bowen to Hay Pt
Repeater Ch 21 North of Prudhoe Is
Repeater Ch 80 South of Prudhoe Is

*VMR448 Mackay Radio is monitored between 0803 hrs, and 1803 hrs daily.

VMR442 Whitsunday 49467207	VHF Ch. 80, 81, 22	4946 7207
Hay Point Coal Loading Terminal	VHF Ch. 16	24 hrs / day
Mackay Port Authority 49555107	VHF Ch. 16	24 hrs / day
Hay Point VTS 49563489	VHF Ch. 16	24 hrs / day
Reef VTS 49563581	VHF Ch. 16 or 19	24 hrs / day

3. Emergency Management Organisations

Personnel - The Emergency Management Team (EMT)

Bob Hayman (Chairman of EMT) Home 07 49562618 Mob 0416158952
Sedden Cripps – Sailing Committee Mob 0448719824

Bert Salisbury – Sailing Committee Mob 0427639798
Bob Critchley – Sailing Committee Mob 0408157521
Graham Poole – Sailing Committee Mob 0412808401

Others to be appointed by the Rear Commodore

The Emergency Management Centre (EMC)

Located at the Mackay Yacht Club Office containing phone/ fax/internet or as otherwise designated.

Emergency Management Team Charter

- Control and co-ordinate the management of an incident;
- Provide liaison with other agencies [e.g. Police, Emergency Services];
- Receive notification of and undertake assessment of an incident;
- Co-ordinate the enquiry centre if activated;
- Maintain communications with the racing fleet and co-ordinate the activities of the racing participants as deemed necessary and appropriate;
- Monitor the incident until the incident is removed;
- Control and co-ordinate media management activity.

4. Emergency Management Team Responsibilities

Chairman

- Co-ordinate/ direct contact with emergency agencies
- Direct EMT members to tasks according to the nature of the incident
- Liaise with the Officer of the Day
- Brief the Media
- Oversight the review, post analysis and update of Emergency Management Plan

Members

- Undertake responsibilities as directed by the Chairman . Maintain detailed log books
- Respond to enquiries other than Media
- Maintain listening watch: MF/HF, VHF, TV, domestic radio

5. Emergency Management Team Resources

- Copy of Crisis Manual [CYA]
- Copy of Emergency Management Plan
- TV set
- Fax, Phones - preferably dedicated to the Management of the Emergency
- E-mail
- Relevant Charts
- MF/HF and VHF transceivers
- Stationary, including suitable log and note books for record keeping
- White board/ pens
- Key personnel contact details
- Full details of participating Yachts, crew and Next of Kin
- MYC Club Rescue boat
- MYC Club First Aid Room

6. The Emergency Management Plan

Levels of Emergency

The Officer of the Day shall consult with the Chairman EMT in determining Initial Assessment of the Level of Incident reported.

Initial Assessments shall be classified as Severe, Major or Minor.

In the first instance, any incident notification will be assessed by the Chairman EMT.

On receiving notification of an incident or circumstances that may lead to a emergency situation, the Chairman EMT will assess the situation and if deemed appropriate, escalate it to the emergency services that are best equipped to deal with the circumstances.

In most cases this will be the Police/ Volunteer Marine Rescue.

Under circumstances where a May Day or Pan Pan call has been transmitted, the Chairman EMT will be notified by the appropriate agency already managing the incident [most likely to be VMR Mackay].

If when making the assessment, the Chairman EMT is in doubt as to the level of potential crisis involved, he/ she shall make the more serious interpretation of the situation.

Level 1 Severe Incident

Major Severity/Impact e.g. Potential loss of life; man overboard for >10 minutes or immediately when out of sight, MAYDAY/ EPIRB activation, severe weather warning.

Response Immediate
VMR448 to notify Police and Chairman EMT and/ or EMT activated by Chairman EMT.

Level 2 Major Incident

Moderate Severity/ Impact e.g. Major damage to vessel(s), potential weather deterioration, potential incident outcome, Man Overboard, serious injury/illness.

Response EMT put on standby by Chairman EMT. Police notified by VMR448.

Level 3 Minor Incident

Minor Severity/Impact e.g. PAN-PAN/ Medical call

Response Chairman EMT notified by VMR448 or Officer of the Day. EMT to prepare and file an Incident Report.

7. Using the Emergency-Management Plan

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

Notification of a situation for assessment may come from:

- any competitor or competing yacht
- VMR Mackay, East Mackay, Hay Point VTS, Reef VTS, Sailing Committee members
- Police or AUSAR
- Media
- Failure of Yacht to acknowledge radio schedule
- Weather Report
- Other

Notification of a situation could be made by:

- Radio [MF/HF or VHF]
- Telephone
- Media report
- Rumour
- Other

The Chairman EMT has the responsibility to assess the situation and activate any necessary response including EMT. 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 a person reporting, telephone number or contact details and details of the report.

8. Emergency Management Protocols

The EMT **will** have control/ authority over issues concerning the continuing conduct of the race.

AUSAR, Police, or other emergency agencies 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
- MAYDAY/ EPIRB activation
- Sighting of Flares
- Potential or actual loss of life
- Serious injury/ illness

9. Emergency Response Procedure

Communications

As and when an incident(s) escalates to the point where large numbers of enquiries are expected from friends, relatives and the general public, the EMT Chairman may establish an **Enquiry Centre** [at the MYC or as designated] and advise the Media of the relevant contact number(s) with a request that they notify the Public of this arrangement.

The Police may set up their own **Enquiry Centre**.

10. Responses to specific emergency situations are as follows:

Threat A - Weather

If weather conditions deteriorate, actually or potentially, the EMT may assume the control of the conduct of the race. In extreme circumstances, the EMT may determine to abandon the race and direct Yachts to make for the nearest safe haven. Details of access to appropriate safe havens, if applicable, shall be provided by the EMT VHF radio communication.

Threat B - Man Overboard

In the event of an MOB > 10 minutes or out of sight the EMT shall be activated and may assume control of conduct of the race, Next of Kin communications and Media liaison. VMR448 will notify Police.

Threat C - Sinking Yacht/ Fire on board

The Officer of the Day shall seek information from other competing Yachts which have responded to the sked as to the whereabouts of the Yacht failing to respond. Any Yacht [Yacht A] having the Yacht which failed to report [Yacht B] in sight shall be asked to attempt to contact that Yacht by VHF radio and if contact is achieved to relay any message to the Officer of the Day. In the event that the Yacht B does not respond, then Yacht A shall keep Yacht B in sight as long as necessary to be satisfied that it is proceeding normally.

If not satisfied, then Yacht A shall log the time and proceed towards Yacht B until satisfied that Yacht B is OK at which time it should report to the Officer of the Day, log time and resume the race.

In the event that no other competing Yacht is aware of the whereabouts of the Yacht which failed to make the scheduled position report, the EMT may be activated and may assume

control of conduct of the race, Next of Kin communications and Media liaison. VMR shall notify Police.

Threat D - MAYDAY/ EPIRB Activation

AUSAR/ Water Police will co-ordinate distress or EPIRB activation. The EMT shall assume control of conduct of the race, Next of Kin notification and Media liaison.

Threat E - Potential or Actual loss of Life

In the event of a fatality, the Police have sole responsibility for the notification of Next of Kin. Until such time as the Police have advised the Chairman EMT that the Next of Kin have been notified of the fatality, the EMT and/ or Officer of the Day and/ or any other persons are not permitted to make any statement concerning the loss of life.

In a Threat F scenario the ETM may assume control of the conduct of the race, Next of Kin communications [subject to the above] and liaison with medical authorities for the provision of medical advice for on board use as necessary.

The EMT shall also assume responsibility for Media liaison.

Threat F - Serious Injury/ Illness

In the event of serious injury/ sickness, the EMT may assume control of the conduct of the race, Next of Kin communications [subject to the above] and liaison with medical authorities for the provision of medical advice for on board use as necessary.

The EMT shall also assume responsibility for Media liaison.

Adapted June 2002 from the Whitsunday Sailing Club Ltd., Emergency Management Plan dated 20 September 2001, which was adapted from Ocean Racing Queensland Inc. Crisis Plan for the 2000 as modified 5 October 2001.