2016 420 and Nacra 17 Class Nationals

KYC EVENT RISK/EMERGENCY MANAGEMENT PLAN - Marcelo Lardies / Peter Morton / Richard Cave

To be on website and printed attached to notice board

Emergency - Phone 111 or VHF Channel 16

Coastguard – \*500 from mobile

Harbour Master – 362 0397 extension 0 or 0800 80 60 40

**FIRST AID KIT IS LOCATED IN KYC OFFICE**

Objective – to provide a safe on water environment for competitors having regard for expected and unforeseen conditions

 The 2016 4 day 420 Nationals and 3 day Nacra Regatta, catering for up to 40 x 420 and 10 Nacra class sailors.

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Date** | **High Tide** | **Low Tide** |
| Wednesday (Set up site) | **9 March 2016** | 0722 3.41946 3.4 | 0056 0.51322 0.4 |
| Thursday  | **10 March 2016** | 0812 3.5 2037 3.5 | 0146 0.31413 0.3 |
| Friday | **11 March 2016** | 0903 3.6 2127 3.6 | 0235 0.31503 0.2 |
| Saturday | **12 March 2016** | 0953 3.6 2217 3.6 | 0325 0.21553 0.2 |
| Sunday | **13 March 2016** | 1044 3.6 2308 3.5 | 0415 0.31644 0.2 |
| Monday  | **14 March 2016****Pack out**  | 1137 3.5  | 0508 0.41735 0.4 |

Tide times have been adjusted for daylight savings

***There will be sailors new to the area at the club. The following briefings will be required:***

**General Welcome to KYC and the Regatta briefing**

This briefing should cover the following unique Kohimarama hazards:

· Tamaki Drive and bicycle lane on walkway

· Traffic

· Car doors

· Bikes

· Footpath

· Crossing only at designated crossing opposite club or Pedestrian crossing

· Oyster shells

· Reefs

· Swimmers and other beach/water users

· Boat ramp

The location of this risk management plan should be highlighted (KYC website) as well as the Regatta Information sheet

**Rescue Boat Briefing**

This Briefing should cover the following points

· Safety as the first priority

· NRO has final command

· Boat ramp

· Boat trailer parking

· Rescue procedures as per this risk management plan – levels of operation

· Rescue Boat pack

· VHF frequency 17 – Shore Manager/Kohi Tower – fall back 27

**Support/Coach Boat Briefing**

This briefing should cover

· Exclusion zone

· Other beach/water users

· Speed

· Rescue procedures – Pennant to fly, Levels of operation

· This Risk Management Plan

· VHF frequency/Shore Manager

**Principal Race Officer (NRO) Briefing**

**RESPONSIBILITIES**

**Competitors, Coaches and Support**

Competitors, coaches and supporters attention is drawn to fundamental RRS 1.1, 1.2, 4 and 62.1c.

Competitors shall make their own decision to start or continue in a race, taking into consideration the prevailing and forecast conditions.

A boat or competitor shall give all possible help to any person or vessel in danger.

All sailors and their coaches, as well as the patrol boats are responsible for the well-being of fellow competitors.

A request for redress may be lodged based on a claim that a yacht’s finishing place in a race has been affected as a result of assisting other competitors in an emergency.

For each race session each competitor intending to race shall sign on to provide race management with a list of all boats on the water and must sign-off upon returning to shore to allow race management to ensure that all boats have returned to shore safely.

Sailors who leave the course area early for any reason shall sign off upon reaching shore and sign on again if they leave the shore again.

All competitors while afloat shall wear a personal flotation device.

All coaches and supporters while afloat shall wear a personal floatation device.

Weather conditions can change rapidly. Sailors should be appropriately dressed to cope with a range of conditions.

**Race Management**

All race management personnel will place the safety and welfare of all participants above all else.

Monitoring the fleet and observing the weather conditions are important tasks during and between racing and patrol boats must be placed appropriately to respond to emergencies.

All race management boats are to be driven by competent powerboat drivers in a manner that will not cause any disturbance to competing boats or injury to competitors, coaches and supporters.

All powerboats are to keep clear of competing yachts unless providing assistance.

Providing assistance – it is important to assess if a boat or competitor requires assistance or not. Capsizing, bailing water and flapping sails are a normal part of dinghy sailing.

Capsized yachts –The Official Boat should move into a position that enables them to see the sailor after capsize.

All skippers must operate within NZ Maritime Law and comply with local by-laws.

A speed limit of 5 knots is required within:

· 200 metres of land

· 50 metres of a sail boat and moored boats

 Each skipper should keep a very good look out for swimmers, kayakers and Stand- Up- Paddle boarders all the time and in particular, when transiting the 200m area. Use of all crew to maintain a good look out is encouraged. Don’t rely on the shore manager to provide details of other water users.

**MINIMUM SAFETY REQUIREMENTS TO CONDUCT RACING**

 1. Briefing by Nationals Race Officer (NRO)

NRO is to be an accredited YNZ National Race Officer.

All on water and shore volunteers should be briefed on the rescue co-ordination plan and procedures before racing commences.

Any changes to the programme and/or procedure changes shall be briefed during the regatta. Daily briefings may be required.

2. Rescue Boats

Sufficient personnel to man all rescue boats must be available.

All Official Rescue boats are to be suitable for the task that they are to undertake.

All Official Rescue boats shall be fully equipped with all safety equipment as recommended by YNZ and shall carry VHF radios in efficient working condition.

All Rescue points shall fly a KYC burgee to highlight that they are a rescue boat.

All craft on the water are deemed Rescue Boats for the purposes of Level 3 & 4 Operations (see Section 9)

3. Weather Information

The local weather forecast is to be obtained daily from the Met Service website and placed on the Notice Board each day by the Shore Manager.

All boat skippers are to obtain the day’s weather forecast and shall monitor their local and surrounding conditions and advise the NRO of any significant changes or concerns.

Before allowing yachts to leave the shore in high wind conditions the NRO shall have established that the average and maximum wind speeds in the race area are within appropriate levels.

The NRO shall consider the wind speed and direction, visibility, sea and swell conditions and the capability of the rescue boats when determining whether racing should take place or continue.

4. First Aid & Medical Provisions

The Start Boat, Mark Boats and Gate Boats will carry medical kits and water bottles, which will be available to other craft via VHF contact.

KYC Doctor, Peter Morton 027 379 8797, will be available by phone daily accept Thursday 10th when he plans to be on the water.

Pharmacy details are in the NOR. Medical clinic details are in the NOR.

For a medical emergency dial 111, and follow the instructions given. The address of the Kohimarama Yacht Club is Tamaki Drive, Kohimarama.

An incident report form, found at the back of the KYC safety manual, shall be completed and submitted to KYC for all except minor injuries.

5. Rescue Coordination

The NRO is responsible for all on water management and for declaring an “emergency situation”. Whether to abandon racing or continue racing will be his decision.

Once the NRO declares an emergency situation he will coordinate the rescue procedures and will request the assistance of the “Race Office”. The NRO will remain in charge until the “emergency situation” is resolved or it has been taken over by the Police (Search and Rescue), Auckland Harbourmaster or the Coast Guard

The Race Office will alert emergency services as required via the 111 system. In the case of a confirmed missing person/yacht the Auckland Police will be notified immediately, who will coordinate search and rescue in conjunction with the Coast Guard and PRO.

The closest available patrol boat should attend to injuries to any persons on the water. If an ambulance is required, the request should be made through the NRO or Shore Manager.

6. Rescue Boat Plan

Each rescue boat shall have a skipper and one crew member, but not more than 3 persons on board (depending on the size and type of boat), so that the rescue boat is capable of picking people up from the water.

Crew members shall provide their own personal wet weather gear, warm clothing, and sunscreen. They must wear personal floatation devices at all times while afloat. Lunches will be provided.

Each Rescue Boat shall advise the NRO when arriving on station and/or seek approval before leaving the course. They will be rostered to an area specified below and must patrol that area unless otherwise directed by the NRO.

Rescue boat crews shall make initial assessment of any injuries before carrying out rescues and towing operations as needed.

In the event of bad visibility, heavy seas and strong wind, additional rescue boats should be stationed at the leeward end of the course as a safety feature.

7. Responsibilities

Shore Manager Responsible for

· Monitoring the primary VHF frequency and providing communication between shore and water activities

· keeping a communication log

· providing first point of contact between shore and emergency services

· keeping track of, via sign-on/sign-off sheets and observed movements, all sailors on water

Patrol/rescue boat skippers must ensure that

· Regatta mark/safety Boats are refuelled daily

· No boats to be parked to the west of the Kohimarama Beach boat ramp.

· No boats inside the white buoys off Kohimarama Beach. This is a swimmers area only.

· Handheld radios are fully charged and working

· Their boat is on the water approximately 1 hour prior to race and they are available to escort sailors to and from the course area

· They make rescues in rostered area

· They provide pertinent information to NRO

· They carry basic equipment such as: safety blanket, tow rope, bailer, knife, danger tape and sufficient anchor chain and warp for anchoring.

· Allocated Race management gear is on board – Which includes “danger tape” to be attached to a boat with no sailor.

· KYC burgee is displayed as identification

Support/Coach boat skippers must ensure that

· No boats to be parked to the west of the Kohimarama Beach boat ramp.

· No boats inside the white buoys off Kohimarama Beach. This is a swimmers area only.

· VHF radios are monitored. Handheld radios are fully charged and working

· They are aware of the significance of Level 1-4 operations

· They carry a pennant and are available to assist NRO as and when required

· They provide pertinent information to NRO

· They carry basic equipment such as: safety blanket, tow rope, bailer, knife, danger tape and sufficient anchor chain and warp for anchoring.

· Allocated Race management gear is on board – Which includes “danger tape” to be attached to a boat with no sailor

KYC 8 HP coach boat skippers must ensure that

· They have a specific approval to operate from KYC Commodore, Peter Morton

· They appreciate that the privilege to operate as skipper can be removed, as determined by the KYC Commodore with no right of redress

· Max load is 3 – unless in an emergency situation

· No bow riding

· Speed restrictions apply

· No boats to be parked to the west of the Kohimarama Beach boat ramp.

· No boats inside the white buoys off Kohimarama Beach. This is a swimmers area only.

· VHF radios carried and monitored. Handheld radios are fully charged and working

· They are aware of the significance of Level 1-4 operations

· They carry basic equipment such as: tow rope, bailer, knife, danger tape and sufficient anchor chain and warp for anchoring.

· Allocated Race management gear is on board – Which includes “danger tape” to be attached to a boat with no sailor

8. VHF Radio Channels

 VHF radio communications are critical to good race management and rescue/emergency operations.

 VHF Channel 17 is the primary frequency for the regatta. NRO may elect to use either VHF 77 or 27.

Ensure you minimise radio traffic to key issues, speak clearly and concisely.

A radio check is to be carried out with the Shore Manager on leaving the shore, call sign “Kohi Tower”.

9. Emergency Procedure Operations

General Safety Procedures

· Rescue boats will be on the water at all times whilst yachts are proceeding to the race area, during racing and as they return to shore. The race area will not be patrolled outside of those times.

The first responsibility for getting a yacht ashore is the sailors; they should be encouraged to do this if they are in good health and spirits.

Rescue boat crews should be alert for signs of hypothermia (cold) and hyperthermia (over heating)

· There will be approximately one rescue boat for every ten competitors. In times of exceptionally bad weather yachts may be required to wait for assistance. If rescue is urgent, the crew is requested to stand if possible and blow a whistle or wave the paddle or an arm. Rescue boats will then endeavour to leave their current tasks and make directly for the yacht in danger.

 · If a yacht is found with no crew in attendance or no yellow pennant attached to the rudder pintles, a search will be started. It is important that the yacht be left in the water to act as a reference point as to the likely location of the crew. The sailor should always endeavour to remain with the yacht. This is the most logical place for rescue boats to start looking.

 · If the crew is removed from the yacht by a rescue/support boat it is essential that the NRO is informed to prevent an unnecessary search and the Danger Tape (Yellow) is attached to the Rudder Pintles. Any other boat finding this yacht will then know that the crew is safe.

 · If for any reason a yacht retires from a race it must inform a race official as soon as possible.

 · Boat trolleys must be clearly identified by their yacht number. This will assist in identifying a missing yacht.

**Levels of Operations**

**LEVEL 1 – General Patrol/Rescue – Wind 0-18 knots**

Rescue craft to patrol designated course area

Rescue craft not to leave course area without clearance from NRO

**LEVEL 2 – Strong Wind Conditions – Wind 19-23knots**

Coach/Support boats may only enter the course and assist when requested by NRO

Coach/Support boats will fly a pennant.

Coach/ Support boats should stay in the race area until released by the NRO

**LEVEL 3 – Abandon Races – Wind +27 knots (approx.)**

If the NRO considers that sailors are at risk, he will fly code flag “N” or “AP” over either “H” or “A” and advise over VHF that races are abandoned or postponed and that all sailors are to return to the shore.

Rescue and coach boats and other available boats to assist where practical as directed by the NRO

Yachts are to sign off immediately after they reach ashore

Race Secretary to ensure accurate records are kept of all boats as they come ashore.

Rescue boats to tow groups of yachts ashore or to available anchored race management boats

Rescue Boats may take sailors off yachts” in difficulty” and abandon the yacht All abandoned yachts (yachts where the sailors are removed and the yacht left behind) are tagged with crew safe yellow Danger Tape attached to the rudder pintles.

**LEVEL 4 – Emergency Situation 29+ knots (approx.)**

NRO will advise Race Secretary (m: 021 524 030) of an emergency situation and may request outside assistance via Coastguard and coordinate with emergency services.

Rescue craft continue as above with assistance of all race management boats.

11. Routine Rescue Procedures

Shall be carried out as follows:

 Collect up loose gear which may be floating around

 Approach capsized yacht from leeward

 Encourage sailors to right the yacht

 Help the skipper get onto the centreboard

 Keep clear when the yacht comes upright

 Help hold the boat almost head to wind, slightly to one side so that the boom is clear of the cockpit and rescue boat while the skipper climbs back onto the yacht.

12. Guidelines for Towing or Anchoring Groups of Boats

 Towing a Yacht

 If at all possible, have the sailor in the yacht to steer

 Allow sail to blow free in wind.

Thread a rope through an eye on the bow and loop around the mast and back to the sailor to hold on to—for quick release

Remove or raise the centreboard

 Tow slowly so as not to cause the yacht to capsize

 Be aware of exhaust fumes affecting the sailor

 Keep a watch on the towed yacht at all times

Where practical tow as many yachts as possible with the one tow (a patrol boat should limit a tow to 5 yachts)

If the situation permits use a slow boat to tow yachts ashore (unless speed is important) as fast manoeuvrable boats can continue rescue duties.

Anchoring Yachts

In extreme cases the NRO may request yachts to be tied to an anchored Race Management boat.

If the sailor leaves the yacht behind ensure that it is tagged with crew safe Danger Tape

**SAILOR MISSING**

 A Yacht without a Sailor is an **Emergency**

 1. If the yacht is capsized, ensure the sailor is not trapped underneath by either righting the yacht or otherwise checking in a safe manner.

 2. Immediately visually scan the area and pair up sailors with their yachts.

 3. Advise via VHF broadcast “Sailor missing. Sailor missing”

 4. Give an accurate position with reference to the course marks and report the yacht’s sail number. If available use GPS to mark the MOB position

 5. Drop a marker buoy or anchor and secure the yacht so it won’t drift.

 6. DO NOT put a “Crew safe” DANGER TAPE on the yacht until the sailor is positively identified as being safe and the sailor’s position is known.

 7. Start a search Up Wind over a 60 degree triangle from the yacht’s position for a distance of 200 metres. Rescue crews standing up if possible. Check other boats for extra people on board.

 8. Race officer will dispatch other rescue boats to the area.

 9. If a Police/Coast Guard/Harbour Master vessel is present it will take control of the search and all boats involved. Otherwise the Race Officer will direct a specific boat to take control of the search.

 10. Then start a downwind search over a 60 degree triangle from the yacht’s position for a distance of 200 metres. Rescue crews standing up if possible. Check other boats for extra people on board.

 11. If this is unsuccessful the race will be abandoned. Race officer will determine the boats to shadow the fleet home. All other boats will join the search.

 12. Shore Manager to advise Emergency Services.

 13. The Mark Boat or the Coast Guard will take coordinates of the anchored yacht and coordinate a grid search. Any support boats will be utilised.

Form a line-abreast 20 metres a part and search for 200 meters downwind and centred on the marker buoy. The rescue boat line then to sweep upwind to top of course area

 14. If unsuccessful, form up line-abreast as directed and assisted by all other available boats and sweep the whole course down wind.

 15. During this period Shore Manager to check sign-out and sign-in sheets and physically check sailors ashore to verify which sailor is missing.

 16. If still unsuccessful form up at right angles to the course and sweep the course again.

 17. If still unsuccessful form up at the top of the course and sweep down the course centred on the marker buoy.

 18. NO marks are to be lifted without the EXPRESS PERMISSION of the Race Officer

Search to continue until successful in conjunction with the authorities. Debrief in conjunction with the authorities

**12 Communication Contacts**

· On Shore First Aid provided by Dr Peter Morton, 027 379 8797

 · On Shore Regatta Organisation, Contact Details

· Richard Cave 021 524 030

· Dr Peter Morton, 027 379 8797

· On Water Regatta Organisation, Contact Details

· NRO Steve Pyatt pyatt@xtra.co.nz 027 296 9553

· Shore Manager Richard Cave 021 524 030

· KYC Commodore Dr Peter Morton 027 379 8797

· Shore Manager Communications to boats will be from Race Office (Kohimarama Tower)

· Incident report forms available from the Shore Manager

· The sign on/sign off table will either be on the east side of Regatta KYC Ramp

**13 On shore Organisation**

See **appendix 1** for site map

**Low Tide**

Low tide exposes several additional hazards at Kohimarama

· Oysters can be found on the reef/rocks directly off the shore from the clubhouse. Sturdy footwear must be worn. Try not to trip – cuts to hands can be severe

· The bottom of the boat ramp becomes exposed and is very slippery

· The 200m buoys do not accurately reflect 200m – be especially careful of swimmers outside these buoys. In all tidal conditions speed must be below 5 knots inside the 200m buoys.

· Prop strike is a very real possibility – it is quite deceiving how shallow the water is off Kohimarama beach.

Nacra and 420 should observe the low tide reef.

**Support/Spectator Boats**

Support/Spectator boats are encouraged to launch at the Orakei Boat Ramp, OBC or Torpedo Bay (if from the North Shore). We are expecting to park and launch 10 Patrol boats. There may be congestion at the Kohimarama Beach boat ramp. Trailer parking will be difficult and is available on the beach by day only.

Support/Spectator boat skippers are required to register on line and attend the Support/Spectator briefing to collect a rescue pack.

Anchoring over the reef directly off the clubhouse is difficult, especially in an onshore breeze with any surge. Sand/Mud is prevalent mid beach and towards the boat ramp and provides better anchoring.

It is planned that an over night on water mooring system will be available 200m outside KYC, which can be used on the understanding that the owner accepts that it is use is at no risk to the Organising committee.

**Traffic Management Plan**

**Clubhouse**

The Kohimarama Yacht Club Auckland City Council approved Traffic Management Plan will be utilised.

To ensure uninterrupted sight lines for pedestrians crossing Tamaki Drive there will be no parking adjacent and opposite the KYC clubhouse, except for the Judge van and Sponsors vehicles.

To try and slow traffic down warning signs, centreline cones and keep left arrows will be deployed.

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KYC member vehicles will be allowed park on the seaward side of Tamaki drive Monday – Wednesday AM but must vacate the area early Monday PM so that “No Parking” and “Drop off only” signs can be deployed.

Out of town sailors will be allowed to keep their road trailers on the grass area opposite the KYC clubhouse or at Madills Farm where they will be locked beyond the Boat shed.

The council imposes a Clearway 7 – 9am opposite the Club in Westbound City direction and a clear way East of the Club 4 – 6pm.

**Boat Ramp**

The Club has no responsibility for support boats

Council mandates that no boats are to use the beach and water area West of the Kohi Beach Boat ramp, an area restricted for swimmers only.

Site Plan

