

# **RISK/EMERGENCY MANAGEMENT PLAN**

KYC Auckland Anniversary Day Regatta - 2014

**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 2014 3 day Anniversary Regatta, catering for up to 300 Optimist and Starling sailors.

- Saturday 25 Jan, Tides @8:22 0.9m @14:39 3m
- Sunday 26 Jan, Tides @9:21 0.9m @15:35 2.9m
- Monday 27 Jan, Tides @10:24 0.9m @16:37 3m

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
  - 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
- PRO has final command
- Boat ramp
- Boat trailer parking
- Rescue procedures as per this risk management plan – levels of operation
- Rescue Boat pack
- VHF frequency – Shore Manager/Kohi Tower

### **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

### **PRO 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 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 Principal Race Officer (PRO)**

PRO 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 PRO of any significant changes or concerns.

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

The PRO 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 present at the Kohimarama Yacht Club daily.

Pharmacy details will be posted on the Official Notice Board

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 PRO 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 PRO declares an emergency situation he will coordinate the rescue procedures and will request the assistance of the "Race Office". The PRO 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 PRO 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 PRO 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 PRO.

- Course Area "A" Optimist Green Fleet
- Course Area "B" Optimist Open Fleet
- Course Area "C" Starling Fleet

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

- 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 PRO
- 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 xxxx pennant and are available to assist PRO as and when required
- They provide pertinent information to PRO
- 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, Jason Morgan
- 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. PRO 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 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 PRO is informed to prevent an unnecessary search and the **Danger Tape** 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.

#### ***LEVEL 1 Operations – General Patrol/Rescue – Wind 0-15 knots***

Rescue craft to patrol designated course area

Rescue craft not to leave course area without clearance from PRO

#### ***LEVEL 2 Operations – Strong Wind Conditions – Wind 15-25knots***

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

Coach/Support boats will fly a xxxx pennant.

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

***LEVEL 3 Operations – Abandon Races – Wind 25-35 knots (approx.)***

If the PRO 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 PRO

Yachts are to sign off immediately 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 **Danger Tape**.

***LEVEL 4 – Emergency Situation 35+ knots (approx.)***

PRO will advise Race Secretary 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 sailor 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 PRO 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 apart 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
  - Bruno Barrett-Garnier 021 771 851 bruno@soundnut.co.nz
  - Des Paterson 021 417 827 des.paterson@yahoo.com
  - Richard Porter 021 760 453 richardporter@ihug.co.nz
  - Martin Keenan 027 469 9680 mpkeen@xtra.co.nz
  - Doug Milton 027 474 3545 doug\_Jacqui@xtra.co.nz
  - Dan Alderson 021 728 440 danalderson@slingshot.co.nz
  - Jenefer Bilkey 021 873 508 jenefer@bilkey.co.nz
  - Joanne Barrett-Garnier 021 024 59277 jobg47@gmail.com
  - Ali Spencer 021 743 209 ali.spencer@pacific-flavours.co.nz

- On Water Regatta Organisation, Contact Details
  - PRO
  - Race Officer Starling Fleet -
  - Race Officer Optimist Open Fleet –
  - Race Officer Optimist Green Fleet – Jason Morgan 021 622 461
- Shore Manager
  - Shore Manager Communications to boats will be from Kohimarama Tower
  - Incident report forms available from the Shore Manager
  - The sign on/sign off table will either be on the east side of, or in the Regatta Marquee

### **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.

#### **Support/Spectator Boats**

Support/Spectator boats are encouraged to launch at the Orakei Boat Ramp, OBC (if a member) or Torpedo Bay (if from the North Shore). We are expecting to park and launch 30 Patrol boats. There will be congestion at the Kohimarama Beach boat ramp. Trailer parking will be difficult and won't be available on the beach.

Support/Spectator boat skippers are required to register 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.

#### **Marquee**

#### **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, Sponsors vehicles and Toilet trailer.

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

Traffic ushers will be rostered Friday PM, Saturday AM and Monday PM. Ushers are tasked to ensure that vehicles do not park on the seaward side of Tamaki drive; this is a drop-off area only. Vehicles will arrive, unload boats and vacate to park in the vicinity of Kohimarama Beach. The land side of Tamaki Drive is a no parking zone at all times.

KYC member vehicles will be allowed park on the seaward side of Tamaki drive Monday 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. This area will also be used to store the rubbish/recycling skips.

## **Boat Ramp**

Vehicles with trailers will drive off Tamaki Drive forward down the boat ramp towards the water. Trailer will be unhitched. Uniquely numbered Tags will be attached to boat, fuel tote tanks and trailer. Boat trailer will be parked by rostered KYC tractor operator, to the area east of the ramp.

Vehicles will three point turn and drive off the boat ramp on to Tamaki Drive.

As well as the designated Tractor driver there will be 2 designated ramp ushers. Ushers will wear safety vests and monitor the following hazards, alerting the tractor driver when necessary of

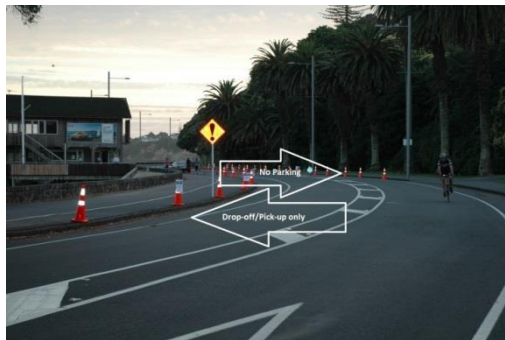
- Pedestrian and Road traffic Tamaki drive
- Small children
- Beach goers
- Other ramp users
- Assisting with boat drop-off and pick-up

## **Regatta parking email to competitors...**

### **Regatta Parking**

- **Please be careful on Tamaki Drive. It is a very busy road, look before opening a car door!**
- **The seaward side of Tamaki drive adjacent to the KYC clubhouse is for drop-off and pick-up only - 10 minute maximum (see picture below)**

- Friday afternoon and Saturday morning KYC will have helpers to aid quickly unloading boats and gear. Once unloaded you will be asked to drive off to find longer term parking.
- There is no parking opposite the club adjacent to the grass area (see picture below)
- There will be limited parking for non-Auckland road trailers on the grass area opposite the KYC clubhouse.
- Parking is available on the streets surrounding Kohimarama and St Heliers. Please be considerate of our neighbours. There will be tow vehicles about and expect a ticket for “inconsiderate parking” if you infringe a driveway



#### Competitors Yacht Storage

- All Yachts are to be stored on the sand beach for the duration of the regatta.
- No boats are to be stored on the grass reserve.
- Security will be present Friday-Monday nights.
- Please ensure all trailers are clearly labelled with sail numbers (+ green ribbon for green fleet).

#### Support Boat & Trailer Parking

- We would prefer all support boats to be delivered on Friday afternoon/evening.
- There will be a tractor available to park your boat on the Kohimarama Beach adjacent to the boat ramp.
- Security will be present Friday-Sunday.
- Please drive forwards off Tamaki drive (do not reverse onto the boat ramp).
- Trailer Boat team will help unhitch your trailer and the tractor will park your boat.
- Three point turn, and drive out on to Tamaki drive.

- We would appreciate it if you could clearly label boats, trailers and any totes to aid us in locating correct boat/trailers etc. on launching and retrieving.



### **Judges Facility**

#### **Toilets**

A Toilet trailer will be parked adjacent to the clubhouse on the seaward side of Tamaki Drive to supplement the clubhouse toilets.

#### **Wash Down**

Two water blasters on a low pressure setting operated by rostered KYC members

#### **Security**

TBA

#### **Rubbish**

Skips opposite clubhouse stored on grass area, emptied daily.