



CBYC – ON-WATER EMERGENCY PROCEDURES

During Club Racing activity and or Regattas, the Control Room Operator will act as the Emergency Control Officer (ECO), until one of the Club Safety Officers, and or the Emergency Services can take over.

During Learn to Sail activity and programs, the Head Instructor or Senior Instructor in charge of overseeing the session will act as the ECO until one of the Club Safety Officers and or the Emergency Services can take over.

Safety Officers

Commodore	Barry Owen	022 656 8445
Vice Commodore	Tom Maidment	021 02540 780
Secretary	Keith Sanders	021 621 275
Treasurer	Fiona Marlow	021 0708 541
On Water Lead	Mark Allan	021465 794
Head Learn to Sail Coach	Ann Byford	027 273 5672

Coastguards **Assistance on water** ***500**

Emergency **111 or VHF Channel 1**

PROCEDURES

During Club Racing activity and or Regattas, it is the responsibility of the Race Officer to declare an ABANDONMENT or an EMERGENCY.

An ABANDONMENT may be upgraded to an EMERGENCY at any time if deemed necessary.

An ABANDONMENT will be declared when the Race Officer or any Club Safety Officer believes that the conditions are or will be unsafe to continue racing, but that it is expected

that sailors will be able to make their own way back to the club, or that patrol craft will be able to adequately assist any sailors in difficulty.

Examples of when an EMERGENCY will be declared include;

- A sailor is unaccounted for / missing
- Patrol craft on the water are unable to adequately assist sailors in difficulty
- There are grave concerns for the safety of those on the water

ABANDONMENT

Should the Race Officer, or any Club Safety Officer decide conditions are or will be unsafe to continue racing, an ABANDONMENT will be signalled:

- Hoisting of the N flag over A or H (Control Room Operator and Race Officer)
- Sound 3 hoots on the hooter (Control Room Operator and Race Officer)
- Radio all patrol craft and advise of the Abandonment

In the Control Room - You are operating in a PAN PAN type situation (standing by, ready for a full emergency situation). The following procedures to be followed:

- Appoint a radio operator, a scribe and one or two runners who can stand at the door
- Record all radio communications, complete with times
- Keep calm talk slowly- check messages are understood
- Coast Guard - Channel 4
- Surf Lifesaving - Channel 69
- Keelers/Trailer Yachts and other craft - Channel 16

Resources - Patrol 1, Patrol 2,

- Patrol 1 and Patrol 2 can be used to ferry competent sailors out to the entrance, to be transferred to other patrol boats and taken to boats in difficulty or abandoned boats to bring them in. They can also be used to ferry Search and Rescue teams to and from shore.

Options

- Sailors in full wet weather gear with boat de-rigged and not in danger can be left to later.
- Boats may be left tied to marks and sailors taken aboard.
- Boats may be left to drift; preferably derigged and shipshape
- Boats may be towed to the entrance and passed to other craft.
- Experienced sailors can be picked up at the entrance and dropped off to assist others in trouble or take over and sail a boat back in.

Any boat left in the water without the sailor must be identified by attaching a "Crew Safe" ribbon to its bow. Suitable ribbons must always be carried on patrol boats.

Land based team

- Have a team of people to assist boats ashore and with de rigging.
- First aid, blankets and emergency blankets to be on hand.
- Make sure cold and wet sailors have hot showers, hot drinks and dry clothes available.
- Competent sailors must make themselves available for use.
- Put out 'Check In' sheets.

EMERGENCY

- Race Officer to launch orange flares at regular intervals
- Emergency Control Officer to activate the strobe light on the CBYC building
- The Emergency Control Officer will call 111 to notify the police of the launching of the white recall flares and advise the police that:

"There are concerns for the safety of those on the water and that the Coast Guard should be called out immediately"

Radio

- Change to Channel 16, advise all listeners of the nature of the Emergency and that communication will be on channel 77.
- Return to Channel 77 for communication with NYC patrol craft
- Have another radio or handheld monitoring Channel 16 at all times.

In the Control Room

- Appoint a radio operator, a scribe and one or two runners who can stand at the door.
- Record all radio communications, complete with times.
- If possible, set a mobile phone recording
- Keep calm talk slowly- check messages are understood
- Keep a tally of boats coming ashore and check off against Check Out Sheets

Options

- Sailors in full wet weather gear with boat de-rigged and not in danger can be left to later.
- Boats may be left tied to marks and sailors taken aboard.
- Boats may be left to drift; preferably derigged and shipshape.
- Boats may be towed to the Cut and passed to other craft.
- Experienced sailors can be picked up at the Cut and dropped off to assist others in trouble or take over and sail a boat back in.

Any boat left in the water without the sailor must be identified by attaching a "Crew Safe" ribbon to the boat. Suitable ribbons must always be carried on patrol boats.

Land based team

- Have a team of people to assist boats ashore and with de rigging.
- First aid, blankets and emergency blankets to be on hand.
- Make sure cold and wet sailors have hot showers, hot drinks and dry clothes

- Competent sailors must make themselves available for use by Patrol 1 / Patrol 2.
- Make sure Check In sheets are ready on the Check Out/In Board.
- Confirm with the Race Officer when all sailors are accounted for.

MISSING SAILOR(S)

In the event that a sailor or sailors cannot be accounted for, they must be considered **MISSING** until located and an **EMERGENCY** declared.

There are a number of ways that it may become apparent that a sailor is not accounted for:

- A boat is found with no sailor present, and no "Crew Safe" ribbon attached.
- 'Check Out' Lists not tallying with the number of boats/sailors on the water at a given point on the course - I.e. passing Mark 1
- A sailor hasn't Checked In or been Checked In, and a trolley is left on the ramp when all boats are off the water.

As with any emergency situation, good communication is vital. If a sailor is unaccounted for, the Race Officer, Control Room Operator, and all Patrol Boat Skippers must be informed immediately by VHF radio on channel 77. "MISSING SAILOR".

Boat with no sailor present

- If the boat is capsized, the Patrol boat crew should right the boat immediately to ensure that the sailor is not entrapped beneath.
- Alert the Race Officer immediately.
- Follow [009a CBYC H&S – Boat with no Sailor EAP](#)
- [See below flow chart](#)

A BOAT IS FOUND WITH NO SAILOR PRESENT

ENTRAPMENT - are they beneath the boat?
Right the boat ASAP

If no sign of the sailor,
Communicate **"MISSING SAILOR"**
and your location to the Race Officer and other Patrol Boats
DO NOT attach a "Crew Safe" Ribbon

Drop a marker buoy or hit the MOB function on a GPS (if available)
If possible attach the boat to the marker buoy, otherwise allow the boat to drift

Start an immediate search UPWIND in a triangle 60° from the marker buoy/boat for 200m
Crew standing if possible
Check other boats for extra people on board
Consider tidal flow, currents and local conditions

If unsuccessful,
Start a search DOWNWIND in a triangle 60° from the marker buoy/boat for 100m
Crew standing if possible
Check other boats for extra people on board
Consider tidal flow, currents and local conditions

If unsuccessful,
The Race Officer will have declared an EMERGENCY, abandoned the racing and
sent all racing boats back to shore with appropriate escort.

A Mark boat will coordinate a grid search from the GPS coordinates of the
abandoned boat / marker buoy utilising all other powered vessels.

Vessels 20m apart in a line across the wind 200m below the GPS position

Sweep UPWIND to the top of the course, then DOWNWIND to the bottom
(and 200m past GPS coordinates)

If unsuccessful,
Form up at right angles to the course and sweep ACROSS the course

Meanwhile, the Control Room Operator will be cross-checking entry lists,
Check Out/In records and accounting for all sailors as they come in

The search will continue until successful in conjunction with the
Coastguard, Surf Lifesaving, and Maritime Police