

NEWCASTLE CRUISING YACHT CLUB

EMERGENCY RESPONSE PLAN

Updated: November 2018



Emergency Numbers:

Fire / Ambulance / Police	000
Newcastle (Water) Police	(02) 4902 8230
Newcastle Police	(02) 4929 0999
AusSAR:	1800 641 792
NPC Vessel Traffic Information Centre	(02) 4985 8292
Marine Rescue (Newcastle)	(02) 4927 8237
NCYC	(02) 4940 8188
NCYC Sailing Manager	0418 257 828 / 0432 581 756
NCYC Dockmaster	0408 299 512
NCYC CEO (Paul O'Rourke)	0413 416 521
NCYC Commodore (Steve Rae)	0488 151 568
NCYC Rear Commodore (Barry Kelly)	0418 753 059
NCYC Club Captain (Adrian Kiely)	0424 607 801

1. What is an Emergency?

Newcastle Cruising Yacht Club (NCYC) will treat as an Emergency any circumstance which requires resources beyond those normally provided to administer a Race. This will include instances of potential or actual serious injury or death to competitors, spectators, or officials and instances of potential or actual major loss of property. In other words if during the course of an ocean race a boat repeatedly fails to report or makes a Pan or Mayday call, NCYC will implement this Emergency Response Plan. Yachts returning to home ports from NCYC events, while not the responsibility of the NCYC, may suffer problems, and the Principal Race Officer or his/her nominee should be available to Search and Rescue (SAR) authorities for the predicted return period of the fleet. Similarly, the NCYC Commodore or his/her nominee should be available in regard to Yachts travelling to an event for which they have received Dispensation from an NCYC point score series. For the purposes of this plan the NCYC Commodore is considered as Principal Race Officer for NCYC Series Point score Races.

2. What is the NCYC role in an Emergency?

NCYC is a race organiser and administrator and has no SAR capability. It is important that in the event of an emergency the circumstances are quickly made known to the relevant authorities. Thereafter the function of NCYC is to assist the authorities by providing useful data, such as position information, boat description, boat equipment carried, crew details and experience including next of kin, other boat positions and so on. NCYC's role is also to regularly inform interested parties such as family, friends and relatives and, with some necessary limitations, to the media.

3. What are the NCYC Responsibilities in an Emergency?

The key responsibilities for NCYC are, in order of importance:

1. Logging events that may be of immediate assistance or may be useful for subsequent investigations.
2. Ensuring that relevant authorities and next of kin are promptly notified.
3. Ensuring that useful data is readily available to authorities.
4. Providing continuous around the clock contacts for authorities and interested parties.
5. Confirming the safety of all boats not directly involved in the emergency.
6. Advising media outlets as required, or directing them to AusSAR Public Relations in the case of major SAR operations
7. Post-race analysis of circumstances for benefit of future race administration.
8. Notify Roads & Maritime of incident using a VIR (Vessel Incident Report) form available from the Roads and Maritime webpage.

4. What is the NCYC chain of command in an Emergency?

The key NCYC official in an emergency is the **Principal Race Officer**. For a major offshore event this may be the **NCYC Commodore** or a person selected for the role of **Incident Director** as a result of specialist emergency management skills they may possess (e.g. trained pilot or emergency services personnel).

It is up to that Incident Director to ensure, either directly or through delegation, that all relevant authorities are notified, that data is made available, and that adequate communications resources are implemented and maintained. Any Race Officer will have a key involvement but must keep the Incident Director, Commodore and CEO as the case may be depending on the event, fully briefed and must obtain direction from that Nominated Official. As soon as possible after an Emergency is identified at least one NCYC Race Committee member and the NCYC Chief executive Officer are to be contacted and kept informed.

5. Media Communications.

In any emergency situation the Media will quickly recognise the circumstances and pressure race officials for information and statements. No useful purpose is served by obstructing the media or by simply referring all contact to a senior person. NCYC officials should answer media enquires directly and should offer references to other sources of information where known with the following strict limitations:

Provide only known facts. Do not offer any unqualified opinion or conjecture.

If you know that next of kin have been advised then provide the names of boats involved and the number of crew aboard only. Do NOT provide the names of any crew to the media. Refer name enquiries to the SAR authority.

Do not make statements on behalf of NCYC unless they have been issued in writing by the Principal Race Officer, Commodore or CEO.

As soon as practical after the emergency is recognised the Principal Race Officer must draft a written press statement and confirm it with the NCYC Commodore. This statement must then be circulated amongst the NCYC Board and Race Committee; and must be updated as circumstances change.

Note that when AusSAR or the Police are involved, the primary media resources are their Media Liaison or Public Relations representatives. Contact numbers should be obtained from AusSAR or the local police officers.

EMERGENCY RESPONSE PLAN

1. Be Prepared

The **Principal Race Officer** must know before every ocean race where he can contact at any time the following persons (or their nominated substitute) in an emergency:

The NCYC Chief Executive Officer
The NCYC Commodore
Race Centre Manager / Sailing Manager (if applicable)

Further, the event that an emergency arises the Principal Race Officer shall assign to particular people the roles outlined in Appendix 1. For offshore overnight races these roles will be assigned prior to the race commencing.

2. Log Everything

Immediately it is identified that an emergency has occurred **all NCYC officials** must keep their own written log of all events. This action is critical for keeping orderly track of events and for subsequent investigation and analysis.

A log must be maintained by:

- the radio relay vessel or shore station
- the Principal Race Officer; and
- all communications persons.

The log should include the time of all events and every communication and details of all persons contacted. Preferably the log should be kept in any available bound book rather than on loose pieces of paper. A possible log is enclosed with this plan.

Apart from the obvious things to log such as all communications, weather conditions, sea state, sea temperature (if available), other vessels in the vicinity of the incident, radio communications quality and available frequencies, list assets available such as Police contact numbers, fishermen, yacht clubs, Coastguard, available HF and VHF radio stations.

3. Contact Authorities

The correct SAR authorities to contact for all NCYC races are:

AUSSAR 1800 641 792

Or: **NEWCASTLE WATER POLICE**

(02) 4902 8230 or 0438 053 137

(NSW Water Police monitor VHF Channel 16 and all HF frequencies 2182, 4125, 6215, 8291)

Have on hand the following information when first calling:

1. Exact details of the emergency.
2. Advice of all assisting information that can be made available such as persons on board, description of vessel, vessel equipment, positions of nearby vessels, next of kin details, etc.
3. Telephone numbers at which NCYC race officials can be contacted and particularly a continuously available number at which assisting information can be obtained as required.

4. Set up a data source

The **Principal Race Officer** is to ensure that the authorities are advised of a discrete around the clock telephone number at which the NCYC can be contacted.

The Principal Race Officer is to arrange:

- For all available data on race entrants to be readily available at that telephone point.
- For sufficient persons to man the number continuously.
- A backup telephone number and advise the authorities of this.

Data to be made available may include the following as applicable:

- Race entry form with description of boat and safety equipment
- Race Instructions
- Crew lists (including any updates at race sign on)
- Next of kin details
- Radio positions at all prior and subsequent radio skeds.

5. Contact NCYC Management

The **Principal Race Officer** is to contact at least the **NCYC Commodore** and the **NCYC CEO** and advise them of details of the Emergency. Arrangements are to be made to keep them informed of developments and to communicate with them prior to issuing any press statements.

6. Set up a communications centre

The **Principal Race Officer** is to arrange that one of the NCYC published telephone numbers (either the Club office number or the race centre number – normally a mobile) will be continuously manned for the duration of the Emergency, that general information including all press statements is available at that number, and that this information is promptly updated as circumstances change.

The **Principal Race Officer** is to ensure that a person within the communications centre is responsible for ascertaining the safety of all competitors involved other than those directly the subject of the emergency. This person must confirm that all other competitors either finish the race or arrive safely in port if they withdraw.

7. Prepare press statement or appoint Media Liaison Officer

The **Principal Race Officer** or a **Media Liaison Officer** is to draft a Press Statement and confirm its contents with the **NCYC Commodore or CEO**. This statement is then to be available to all media through the **Communications Centre**.

8. Conclude emergency plan declaration

When the emergency services are finally withdrawn, the Principal Race Officer is to inform all race officials, NCYC Commodore, the NCYC CEO and the NCYC Race Committee that the emergency is concluded.

9. Arrange debrief, investigation and analysis of the emergency event

As soon as practical after the emergency declaration is concluded, preferably in not more than seven days, the Principal Race Officer is to arrange a debrief of Race Officials and prepare a written report. The Principal Race Officer must also collect separate written reports from any other race officials that he believes may have important input. These reports are to be delivered in confidence to the NCYC Commodore and CEO.

Ideally, within less than fourteen days of the emergency, or as soon as practicable, the Commodore is to convene a meeting of the NCYC Board at which the report of the Principal Race Officer is to be reviewed. This meeting is to conclude what further investigation is required, if considered beneficial is to arrange a general debriefing of interested parties such as race competitors,

and is to commission the writing of an overall report on the emergency by a competent independent person. The overall report is to include recommendations for any action. All reports are to remain confidential to NCYC until reviewed by the Board.

Upon the completion of the overall report it is to be reviewed by a meeting of the NCYC Board and on acceptance the report may be circulated to all interested parties, including but not limited to:

- SAR Authorities
- Roads and Maritime NSW
- Yachting NSW
- Australian Sailing
- Other ocean race organisers
- Competitors
- Insurance companies
- Specialist media

The NCYC Board is to ensure that formal steps are taken to ensure implementation of any recommendations contained in the overall report.

Appendix 1

Incident management organisation

Roles & Responsibilities

Appendix 1 outlines the general responsibilities of the key personnel involved in the management of an incident.

The key roles within the IMP are:

1. Incident Director

The Incident Director is responsible to the NCYC Board for the overall management of the incident and in particular managing the external communications in relation to incident, including relatives of event participants, media, sponsors and any other external stakeholder.

The Incident Director will provide strategic support to the Incident Manager and ensure the Incident Management team has adequate access to resources to be able to appropriately deal with an incident.

An Incident Director will be on call for the duration of all NCYC events covered by the NCYC Emergency Management Plan and will establish incident headquarters at the NCYC if a Major Incident eventuates.

In the case of significant NCYC events (eg. Offshore overnight races) a duty Incident Director will be nominated on roster basis to be on twenty four-hour call for the duration of the event. The event's Incident Manager shall be responsible to ensure he is aware of the identity of the duty Incident Director for the event.

The Incident Director shall be the only person authorised to act as media spokesman for the Club for the duration of an incident.

2. Incident Manager

The Incident Manager is responsible to the Incident Director for the operational involvement in the incident and will be the NCYC's main point of contact with the NSW Water Police and other Response Agencies and other Response stakeholders.

The Incident Manager will preferably establish his Incident Management Team (IMT) at the NCYC. If a Major Incident eventuates however on long offshore events this may at the Incident Manager's discretion be transferred to the event destination.

The Incident Manager is responsible for informing the Incident Director if a Major Incident develops and then subsequently to keep the Incident Director briefed on key developments throughout the Incident.

Communications within the IMT should be directed to the Incident Manager and not to the individuals who may fill that role from time to time.

3. Media Liaison Manager

[To be called to become involved in an incident at the discretion of the Incident Director]

The Media Liaison Manager is responsible to the Incident Director to and may be called at the discretion of the Incident Director to:

- Prepare a media strategy;
- Provide media coaching for the Incident Director;
- Prepare Press Statements;
- Manage media interviews;
- Coordinate any input that may be required from the Publicity Officer in the case of special events.

4. NCYC Volunteer Call Centre Coordinator

[To be called to become involved in an incident at the discretion of the Incident Director]

The NCYC Volunteer Call Centre Coordinator is responsible to the Incident Director for organising the Volunteer Call Centre operators. This will include receiving briefings from the Incident Director and Media Liaison Manager and coaching the volunteer

call centre operators on dealing with enquiries to the NCYC in relation to the incident from relatives and friends of those involved in the incident.

5. NCYC's Duty Vessels

Where involved in an event the NCYC Duty Vessels will provide forward communications and assistance as requested by the Incident Manager.

NCYC Safety Vessel and Crew

NCYC vessels and volunteer craft shall act as Rescue Craft unless otherwise directed by NSW Water Police;

- 1) Wombat
- 2) George Keegan
- 3) Paul Gleeson

- A) All skippers shall have current NSW Maritime Boating Licence;
- B) At least one member of the crew shall have a Radio Licence;
- C) At least one member of the crew shall have a First Aid Certificate;
- D) All crew members shall be YA Members and be endorsed by the NCYC Board of Directors

Actions in the event of missed Radio Skeds during an NCYC Race

In the event of a yacht failing to report at a scheduled time during an NCYC race, the following actions should be considered:

I. After the first missed sked:

Ask other yachts to advise if they can sight or have sighted the yacht.

If skeds are being conducted on HF then consider calling the missing yacht on VHF.

Ask other yachts to call on VHF.

If the yacht is equipped with mobile phone / CDMA or Sat Phone attempt to contact them via those means.

II. If a second sked is missed:

Repeat above actions.

Broadcast request to missing yacht to fire white flares if receiving transmissions (HF and VHF).

Give AusSAR a heads up that there is a potential problem.

Consider timing of request to AusSAR to implement search action for unreported yacht. This will be subject to weather conditions, type of vessel, likely position of vessel in relation to ports of shelter, etc...

III. If a third sked is missed:

After 3 missed skeds and no reports from other sources, advise AusSAR of missed reports and of vessel description, last reported position, number of Persons On Board, equipment on vessel and the timing of next radio sked. AusSAR should be requested to commence initial search action for yacht.

Radio skeds for longer NCYC events will normally be at approximately 8-12 hour intervals. The above procedures therefore allow for approximately 24-36 hours after an actual report from a yacht until SAR measures are implemented. Any decision about when to contact AusSAR should take into account the prevailing weather conditions in the race area.

Note that if any EPIRB signal is received then AusSAR will commence immediate search action.

Boats requiring medical assistance

Boats requesting medical assistance by radio during a race should be directed to Sydney Water Police, where facilities allow a direct HF/VHF radio contact with medical personnel. AusSAR may also be requested to coordinate this service.

Boats requesting outside assistance

There are circumstances where boats may request assistance, for example a tow or crew evacuation.

It is most likely that any such request will be made direct to SAR authorities, however if made to an NCYC Race Director on a race frequency, it may require consultation with AusSAR or the appropriate state authorities (i.e. NSW Water Police), any of whom will require full details of the yacht and crew.

Yacht owners should be made aware that a request for outside assistance in other than emergency situations may lead to a charge for the service.

Appendix 2

Information Record

Time and Date of Incident	
Distress Call issued? Time/frequency/type	
Damage to vessel(s)?	
Damage to or loss of equipment	
Brief details of Incident	
Agencies advised:	Police: Name & contact number of officer(s): AusSAR: Name & contact number: Port Authority: Name & contact number Ambulance/medical personnel: Name & contact number:

Weather Conditions: Wind Speed and Direction Sea State Temperature Sea Temperature	
Vessels in vicinity and communications (including Satellite Phone availability)	
HF and VHF available radio stations (advise of incident by landline if possible)	
Other assets – Police, Coastguard, Yacht Clubs, Fishermen, Ships, Ambulance, Doctors.	
Notes on Casualties or Injured	Name(s) of casualties/injured: Diagnosis (& by whom) Method of transport: Destination (hospital/surgery)

Appendix 3

NCYC Emergency Response Log

Date	Time	Contact	Comment / Notes

Appendix 4

Notification of AusSAR and NSW Water Police for Significant Long Offshore Events

Prior to the commencement of any significant long offshore event (i.e. an overnight race or race in excess of 70 nautical miles) the Race Director shall notify AusSAR and NSW Water Police Newcastle of the nature of the event, number of yachts participating and the point of contact at NCYC in the case of receipt by the agency of a distress or urgency call by a participating vessel or yacht.

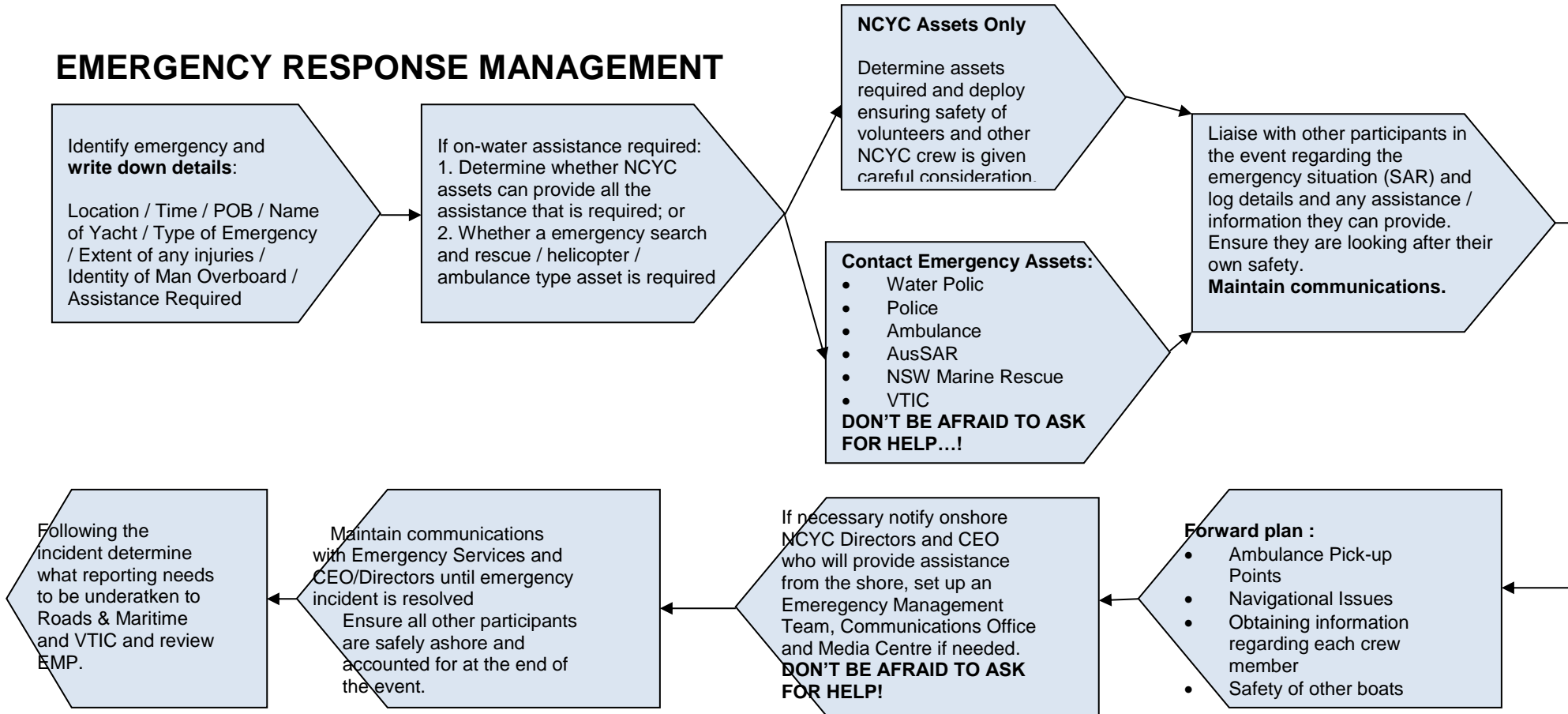
The Incident Director shall have a full listing of the details of all yachts and crew that have entered the event for the use by the Response Agency in the case of an emergency incident.

Incident Communication Contacts

Organisation	Position	Name	Telephone		Radio
NCYC	NCYC Office		Office	02 4940 8188	VHF Ch 16, 77
NCYC	Incident Director (Commodore)	Steve Rae	Mobile	0488 151 568	VHF Ch 16, 77
NCYC	Incident Director	Barry Kelly	Home Mobile	02 4975 3059 0418 753 059	As Above
NCYC	Incident Manager (Operations Manager)	Paul O'Rourke	NCYC Mobile	02 4940 8188 0413 416 521	As Above
NCYC	Alternate Incident Manager	Tony Lobb	Home Mobile	02 4963 3120 0447 222 265	As Above
NCYC	Incident Officer (Centreboard)	Paul O'Rourke	NCYC Mobile	02 4940 8188 0413 416 521	N/A
NCYC	Chief Executive Officer	Paul O'Rourke	NCYC Mobile	02 4940 8188 0413 416 521	N/A
NCYC	Media Liaison Officer	Steve Rae Paul O'Rourke	Mobile Mobile	0488 151 568 0413 416 521	N/A
NCYC	Start Boat	The vessel "Wombat"	Sailing Manager Mobile Primary Mobile Alternative	0418 257 828 0432 581 756	VHF Ch 16, 77
NCYC	Mark Boat	The "George Keegan" RIB			VHF Ch 16, 77
NCYC	Mark Boat / Patrol Boat	The "Paul Gleeson" RIB			VHF Ch 16, 77
NCYC	Emergency Telephone (monitored 24hrs)	Paul O'Rourke	Mobile	0413 416 521	

Organisation	Location	Key contact	Key contact telephone	Phone	Fax	
NSW Water Police	Sydney		Sydney Base	02 9320 7499	02 9320 7427	Via any Coast Radio Sydney or any other Coast Station on VHF Ch 16 or HF freq 2182, 4125, 6215 & 8291
	Broken Bay		0438 692 541	02 9979 4044	02 9997 6245	
	Newcastle		0438 053 137	02 4902 8230		
	Port Stephens		0438 053 137	02 4984 9012	02 4984 9106	
	Coffs Harbour			02 6652 0257	02 6651 3584	
NSW Police Media Unit				Duty Operations Inspector: 02 8263 6100		
AusSAR	Senior SAR Officer			02 6230 6811 1800 641 792	02 6230 6868	
Marine Rescue NSW	Port Stephens		0407 498 135	02 4981 3585		VHF 16
	Newcastle	Ron Calman	0407 450 290	02 4927 8237		VHF 16, 80
	Lake Macquarie		02 4971 3498			VHF 16
	Broken Bay		02 9999 3554	0425 503 311		VHF 16
	Sydney	MR Middle Harbour	0429 487 138	02 9969 3270		VHF 16
	Sydney	MR Port Jackson	0408 688 950	02 9337 5033		VHF 16

EMERGENCY RESPONSE MANAGEMENT



EMERGENCY CONTACTS – REFER TO PAGE 1

REMEMBER:

- STAY CALM
- WRITE THINGS DOWN
- ASK FOR ASSISTANCE (Police / Ambulance/ AusSAR)
- SAFETY IS PARAMOUNT
- COMMUNICATE CLEARLY & REGULARLY
- THINK AHEAD - PLAN FOR DIFFERENT OUTCOMES
- IN AN EMERGENCY USE YOUR BEST JUDGEMENT
- BOATS CAN BE REPLACED