

## SAIL TRAINING EMERGENCY PLANS

### ***Incident. MISSING BOAT***

#### **1. Initial Checks by Instructor:**

- a. Double check group using another observer if possible.
- b. Has boat returned to the harbour? - call “\*\*\*\*\*” (\*\*Phone Number\*\*).
- c. Has any other group (or course) seen the boat? – call on the radio.
- d. Call “\*\*\*\*\*” (\*\*Phone Number\*\*) and “*Sea \*\*\*\*\**” (\*\*Phone Number\*\*) and ascertain whether the boat has been seen.

#### **2. If No Sign:**

- a. Get Course Instructor &/or SI to start search.
- b. In conjunction with “\*\*\*\*\*”, Course Instructor or SI to organise search using any available RIBs and launches (Club & members private boats).
- c. “\*\*\*\*\*” to Call “\*\*\*\*\*” (\*\*Phone Number\*\*) and “\*\*\*\*\*” (\*\*Phone Number\*\*) and ask if they have safety boats which could help.
- d. “\*\*\*\*\*” to make an initial call <sup>1</sup> to “\*\*\*\*\* *Coastguard*” (\*\*Phone Number\*\*) on **Ch 16**; they will switch you to a working channel (normally **Ch 67**). They will want to know details of the boat and the number of people on board and lifesaving equipment carried.
- e. Abandon training activity and escort remainder of group back into the harbour.

#### **3. If Boat Still Missing**

- a. “\*\*\*\*\*” to make a follow up call to “\*\*\*\*\*” (\*\*Phone Number\*\*) on **Ch 16**; expect to be switched again to a working channel (normally **Ch 67**). They will probably want to discuss broadcast options.
- b. “\*\*\*\*\*” to fly Code Flag L and a notice to be posted requiring all returning crews to report arrival to the office so that their names can be recorded.
- c. Assist with the search and keep what notes you can of events and see that these are kept safe when you get ashore.

#### **4. If/When Boat is located.**

- a. Inform all involved in the search - especially “\*\*\*\*\* *Coastguard*” - Ch 67 or \*\*Phone Number\*\*.
- b. Ensure all search boats are accounted for and recovered safely.

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<sup>1</sup> The Coast Guard recommend the initial call be made within 15 minutes of the boat being categorised as “missing”.

## ***Incident. MULTIPLE CAPSIZED DINGHIES - SAFETY BOATS HAVING DIFFICULTY RECOVERING BOATS AND OR CREWS***

### **1. Immediate Actions by Instructor:**

- a. Ensure all capsized boats are checked as soon possible for injured crew; priority is always “people before boats” so they should only start to recover boats once the crisis is over. Every effort must be made to mark abandoned boats (tie buoyancy aid or fender to the top of the mast to stop inverting and signify crew safe).
- b. Call up Course Instructor and or SI and get them to come and assist.
- c. Call up any Club RIBs (or members private boats) or launches that are supporting other courses or on other tasks and get them to come and assist (ensuring that anyone that they have been supervising are left safe).
- d. Ensure that “\*\*\*\*\*” makes an initial call <sup>2</sup> to “\*\*\*\*\* *Coastguard*” (\*\*Phone Number\*\*) on **Ch 16**; they will switch you to a working channel (normally **Ch 67**). They will want to know the type and approximate numbers of boats involved and lifesaving equipment carried.

### **2. Follow Up Actions:**

- a. Instructors (or supporting safety boats) to recover any crew (and boats once capacity exists) from boats drifting towards danger (i.e. Main Shipping Channels etc).
- b. “\*\*\*\*\*” to call “\*\*\*\*\*” and ask \*\*\*\*\* if they have any safety boats which could help. In the event of no response try phoning \*\*Phone Number\*\*
- c. “\*\*\*\*\*” to call “\*\*\*\*\* ” and ask for the help of any safety boats they have in the area. In the event of no response try phoning \*\*Phone Number\*\*.
- d. Abandon activity and ensure that the remainder of group/course are escorted safely back into harbour. You want the boats back in the harbour, not at sea especially if weather is deteriorating.
- e. Confirm with “\*\*\*\*\*” that they have initiated their “emergency plan” (Reference)
- f. Maintain radio watch on Ch M2.
- g. Assist with the search and keep what notes you can of events and see that these are kept safe when you get ashore.

### **3. If/When all crew/boats are recovered.**

- a. “\*\*\*\*\*” to inform all involved in the search - especially “\*\*\*\*\* *Coastguard*”.
- b. “\*\*\*\*\*” to ensure all search boats are accounted for and recovered safely.

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<sup>2</sup> The Coast Guard recommend the initial call is made within 15 minutes of the multiple capsiz.

***Incident. SERIOUS INJURY (IMMEDIATE EVACUATION IS REQUIRED)***

1. Ascertain what the nature and extent of the injury is. Provide immediate 1<sup>st</sup> Aid.
2. Inform “\*\*\*\*\*” of your location and that immediate evacuation is required.
3. “\*\*\*\*\*” to initiate a **MAYDAY RELAY**<sup>3</sup> call on VHF Ch 16 so that the Coastguard can get a helicopter to the scene with the minimum of delay.
4. Instructor to inform “\*\*\*\*\*” on the Radio (or mobile – \*\*Phone Number\*\*) of the casualties name and injuries (if known).
5. “\*\*\*\*\*” to ensure that Course Instructor & or SI (and Course Organiser/Shore parents) are aware and that provisions are made to look after the remainder of the group/course.
6. Instructor to keep “\*\*\*\*\*” informed of progress.
7. Instructor to complete Accident Book in the office as soon as possible on return.

***Incident. NON-LIFE THREATENING INJURY (IMMEDIATE EVACUATION BY HELICOPTER IS NOT JUDGED NECESSARY)***

1. Instructor to ascertain what the nature and extent of the injury is. Provide immediate 1<sup>st</sup> Aid.
2. Instructor to call up any Club RIB, launch or other boat in the vicinity and get them to pick up the casualty and make best possible speed for the Club pontoon.
3. Inform “\*\*\*\*\*” on the Radio (or mobile – \*\*Phone Number\*\*) of the casualties name and injuries (if known).
4. Instructor to keep “\*\*\*\*\*” informed of progress.
5. “\*\*\*\*\*” – depending on the initial assessment of the casualty – to phone for an ambulance. Shore Parent to be warned off to meet boat with casualty on the pontoon and escort (if walking) to a suitable spot where additional 1<sup>st</sup> Aid can be applied.
5. Instructor to complete Accident Book in the office as soon as possible on return.

***Incident. A FIRE AT \*\*\*\*\*SC (OFFICE CONTROL POINT HAS TO BE EVACUATED)***

1. “\*\*\*\*\*” will inform all instructors that there is a fire in the Club and therefore that the buildings are being vacated.
2. Instructors to get their groups to head for the nearest beach and await further instructions.
3. “\*\*\*\*\*” to be re-established using hand held radio as soon as possible and instructors advised as to whether they can continue or are required to return to the Club.

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<sup>3</sup> “MAYDAY RELAY, MAYDAY RELAY, MAYDAY RELAY This is [\*\*\*\*\*], [\*\*\*\*\*], [\*\*\*\*\*]. MAYDAY [\*\*\*\*\*]. His location is [\*\*\*\*\*]; he has a seriously injured male child aged 10 who has a bad head wound and is unconscious. He requires immediate assistance. There are 2 other people on board, he has orange smoke flares and has a VHF radio, over”

## **ACTION AT THE CLUB HOUSE DURING A MAJOR INCIDENT**

Depending on the nature of the emergency during racing, the Instructors afloat are likely to require considerable shore-based assistance. Therefore, when the Instructor first seeks help whoever responds at the club must locate (*in priority order*) *either the Secretary, a Flag Officer, suitably experienced member of staff or member who should - as the Ashore Co-ordinator<sup>4</sup> - then:*

### 1. **Communications**

- a. Organise someone (ideally holding a VHF operator's certificate) to man the radio. It is important that radio transmissions are brief.
- b. Organise someone to answer the office telephones.

Both to keep logs as best they can.

2. **Extra Boats & Radios**. Except during the busiest periods, there will usually be some unused Club Safety Boats or launches available. Additionally, there may well be members around the club who own power boats and who providing they are suitably experienced and equipped could act as safety boat crews. Therefore if the situation requires (lost boat, multiple capsizes) you should:

- a. Nominate someone (probably one of the spare instructors) to get together sufficient numbers of helms and crews to man the spare club RIBs & launches.
- b. Brief all those deploying to help on the incident and provide them with radios and the means of marking those abandoned boats the crews of which have been rescued. NB. Over enthusiastic help from those without good boat handling ability will only make matters worse; in bad weather they might themselves become casualties.

### 3. **Reception of Returning Sailors after a Multiple Capsize Incident**

- a. Ensure a Beachmaster and at least one assistant are nominated to control & brief boats returning to the harbour.
- b. Nominate someone to set up a checkpoint by the \*\*\*\*\* so that **all course participants and safety boat crews are logged in and therefore can be accounted for**.
- c. Inform the kitchen of the situation as hot drinks may be required. Boost hot water if required.
- d. Some may be injured and require First Aid and ambulance transport to \*\*\*\*\* (dial 999). Ideally, someone should be nominated wait outside the club to direct the ambulance.
- f. If there have been any injuries, ensure that the Accident Book is completed.

### 4. **Reception of a Seriously Injured Sailor (if not casevaced by helicopter)**

- a. Phone for an Ambulance (999 – Ambulance) or dial 112 and ask for the Coastguard.
- b. Arrange for a 1<sup>st</sup> Aider and at least one shore parent to be positioned on the Pontoon with the Office First Aid Kit.
- c. Ensure Double Gates are open to allow Ambulance access to the top of the pontoon.
- d. Ensure a guide is positioned on pavement by entrance to show Ambulance the way in.
- e. Ensure Next of Kin is informed that an accident has occurred and that an Ambulance has been called.
- f. Update the appropriate instructors (if still at sea) of progress.
- g. Ensure that the Accident Book is completed.
- h. Subsequent to casualty reaching hospital, request a follow-up SITREP

5. **Press/Public Relations**. In the event of a major emergency, it will not take the press long to start asking questions. All requests should be handled by the Ashore Co-ordinator. The RYA PR help-line should also be informed. Additionally, always inform the Harbour Office (\*\*Phone Number\*\*) of the incident, as they are likely to receive a number of phone calls about it.

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<sup>4</sup> **Ashore Co-ordination**. The senior person present must undertake this. They should remain in the office so that everyone then knows where to find them. They must be able to pass directions to the four teams (Course Instructor/SI, Safety Boats, Beachmaster and Check Point) without leaving the office, but should not be distracted by having to man their own radio or telephone.