



Standard Operating Procedure

Accident & Emergency Procedure

Ownership & Applicability

Person responsible for update of this procedure:	Dinghy Sailing Secretary
Responsible for Activity:	OOD/ Race Officer or Senior Instructor or most experienced club member present
Applicable to:	All Areas

Approval

Drafted / Revised	Approved	Revision	Effective from
		A	March 2015
		B	March 2015
		Rev3	June 2018
		Rev4	July 2021

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

Afloat- (incidents on the water)

Duties of Club members and Sailors in emergency situation

It is the Duty of all club members, whether cruising or racing or spectator , to safely assist other sailors in distress if they can safely do so without putting themselves or others in greater danger.

- Immediately hail for assistance
- Alert the rescue boat
- Alert the principal race officer (if racing)
- Alert those ashore

Duties of Rescue Boat in emergency situation

- It is generally the case that the rescue boat driver will be first to become aware of incident on the water
- Rescue boat should alert Race Officer on shore by Radio and advise if they require further resources (eg additional boat launched)
- Rescue boat to aid persons requiring emergency assistance and give priority to more junior members or those in most serious situation.
- Rescue boat should assess whether incident is deteriorating and advise race officer
- In all cases the safety of people (including employees, contractors, members and participants) shall be the overriding priority – loss of equipment is a secondary issue only to be considered when safety of people has been assured.

Duties of Race Officer (OOD) in emergency situation

- The Race officer (OOD/ Senior Instructor) is the designated person in charge for an event.
- One an incident occurs the Race Officer should gather experienced people who are present at the event to assist in incident control.(In general, there may not be time to bring people from other locations)

- If the race officer is unavailable then the most senior Flag Officer, Organising Committee Chairman, instructor or most experienced club member on the scene shall assume overall control. The person in control must clearly identify themselves as the Incident Controller.
- The Incident controller (OOD/ Race Officer) should clearly and formally communicate that there is an emergency situation (this will act to heighten people's responses)
- Priority shall be to support the person on the water.- Race timing or control shall be abandoned in an emergency situation . Return to shore signal for fleet shall be provided when feasible.
- In general it may be required to launch additional rescue boats.
- It may be helpful to appoint a person in charge of communication and ensure radio contact maintained with all
- It may also be helpful to allocate responsibility to a person to take over control of remainder of fleet (return to shore) and to marshal people on shore.
- It may also be necessary to provide advance communication to local doctors or ambulance for medical assistance
- When feasible , alert club flag officers of the incident

Key principles:-

- People not already involved in an incident should not be put at unnecessary risk.
- A portion of supervision should be directed toward maintaining control of events outside the immediate incident.
- In all cases the safety of people (including employees, contractors, members and participants) shall be the overriding priority – loss of equipment is a secondary issue only to be considered when safety of people has been assured.

Event Escalation (Emergency Services) & Transition of Control

- If a situation deteriorates to the extent that the resource available are not able to resolve the situation then the Incident controller has the authority to call in additional resources or outside assistance as required.
- This decision shall be based on their judgment at the time. It can be useful for a small number of experienced people to confer if they are at the exact location of activity.
- Once outside services come on site (e.g. Coastguard) then control of an incident automatically transfers to the outside service on their arrival. The responsibility of the MYC incident controller shall be brief the outside service and immediately offer their assistance
- Useful contact numbers are listed in Emergency Contacts (MYC07).

Shore based emergency

- If craft are afloat: - Allocate a dedicated resource to maintaining control of situation on water and to signal a safe landing area for returning craft.
- In case of fire or danger of explosion evacuate shore based personnel to a safely distant location – OUTSIDE the dinghy pen – recommend use of the field alongside the access road (Caves Marsh). The senior person in charge shall call the fire brigade once personnel have been evaluated.
- END