

DARLING POINT SAILING SQUADRON



INCIDENT MANAGEMENT PLAN

Revised - September 2023



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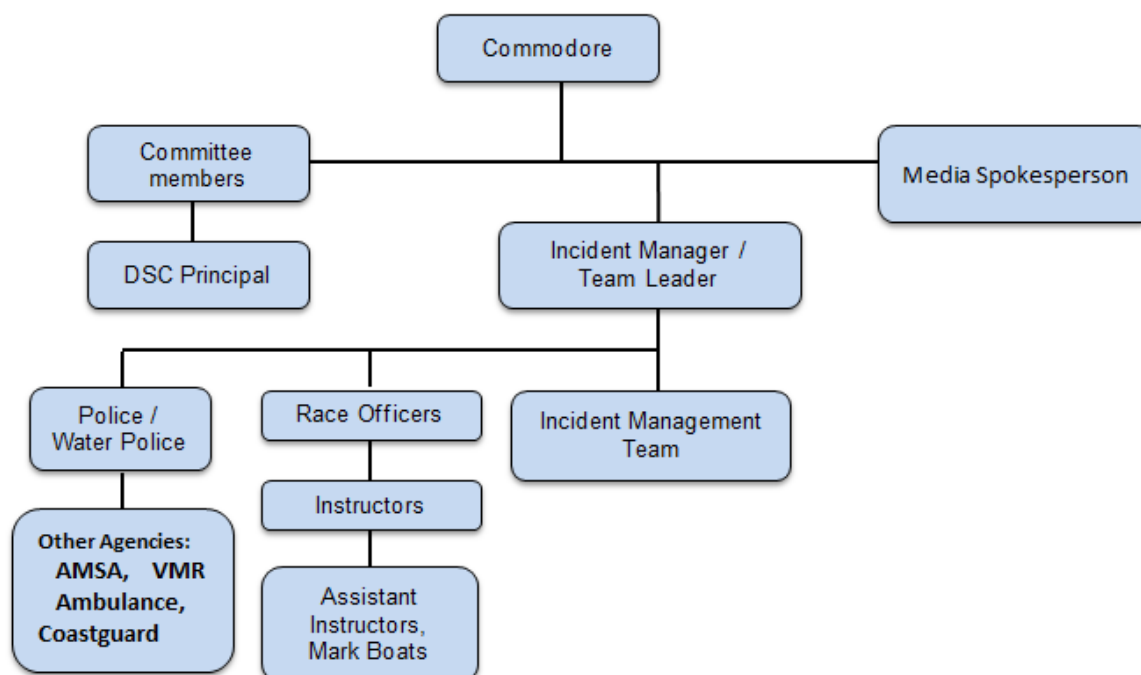
1. Emergency action plan

In the event of an emergency, all sailing is to be abandoned and participants escorted to shore. The Commodore, Race officer or Principal is to coordinate safety vessels and ensure they are directed to where they are most needed.

Points to remember:

- A full list of emergency contacts can be found on the wall of the upstairs foyer in the clubhouse, in the office and at the First Aid point.
- Don't be afraid to own up to mistakes, the earlier a problem is identified, the quicker it can be fixed!
- ALWAYS do headcounts
- Check medical declarations prior to the commencement of each new course
- Serious incidents such as missing persons or vessel abandonment MUST be reported to the Water Police
- IF IN DOUBT – DON'T GO OUT

2. Outline of Responsibilities



- The **Commodore** is responsible to the Club Committee for the overall management of the incident and in particular managing the external communications in relation to incident. This includes relatives of event participants or trainees, media, sponsors and any other external stakeholders. The Commodore will provide strategic support to the Incident Manager (IM) and ensure the Incident Management Team has adequate access to resources to be able to appropriately deal with an incident. The Commodore will establish incident headquarters if a major incident eventuates.
- The **Incident Manager (IM)** is responsible to the Commodore for the operational involvement in the incident and will be responsible to the Police / Water Police and other response agencies. The Incident Manager is responsible for notifying the Commodore in the case of a moderate incident. The Incident Manager is responsible for informing the Commodore if a major incident develops and then subsequently to keep the Commodore briefed on key developments throughout the Incident. It is recognised that fatigue is a factor to be avoided during the management of a protracted incident. The Commodore will take control of the incident, be responsible for all communications with the media in the case of a minor or moderate incident and needs to be careful not to get distracted by outside influences.
- The **DSC Principal** may act as Incident Manager for the duration of minor incidents. The DSC Principal is responsible to the Incident Manager for the operational management of moderate and major incidents until the Incident Manager has taken control. Thereafter the DSC Principal will provide on water support as required by the Incident Manager. The DSC Principal may well be the first person to notify the response agency of an incident and will be the main point of contact with the response agencies and other response stakeholders until the Incident Manager has taken control.
- The **Instructors, Assistant Instructors and Safety Boats crews** involved in a training activity or event will provide forward communications and assistance as requested by the **DSC Principal**.

Incident Management Team (IMT) members undertake responsibilities as directed by the Incident Manager, such as maintain detailed log books, respond to enquiries other than media, maintain listening watch on HF, VHF, TV and domestic radio, and any other duties as directed by the Incident Manager.

- The **Media Spokesperson** may be a person with other roles, such as a Committee member. Importantly the Media Spokesperson will be the only person authorised to speak and liaise with the media on behalf of the club for the duration of an incident. The media runs on a news cycle and it should be expected that media interest will occur either immediately or within 48 hours from the incident. Here are some tips for dealing with the media during an incident or crisis:
 - Before speaking to the media establish communications and an understanding with relevant authorities such as police
 - Express sympathy, understanding and condolences. Keep in mind family, friends and witnesses have been through a traumatic experience, and the Club would like to focus on looking after their needs.
 - Do not go into detail. State that the incident will be investigated by the Club and authorities.
 - Be prepared to say you are unable to answer certain questions. However, avoid refusing to comment or repeating hearsay.
 - Only convey facts known at the time. If in any doubt about certain details, do not include it in a statement.
 - Explain that these situations can take time to resolve and investigate, and thank the media for their patience and understanding.

3. Incident Management Team Duties

The IMP should detail the duties and expectations of the Incident Management Team. Such duties may include:

- Coordinate the management of an incident concerning the safety of participants in training activities
- Provide the liaison with other agencies (e.g. Police, Emergency Services)
- Receive notification of, and undertake assessment of an incident
- Coordinate the enquiry centre, if activated
- Maintain communication with instructors and co-ordinate the activities of participants as deemed necessary and appropriate
- Control and coordinate media management activity

As and when an incident escalates to the point where large numbers of enquiries are expected from friends, relatives and the general public, the IMP may outline how the IMT may establish an Enquiry Centre and advise the media of the relevant contact number with a request that they notify the public of this arrangement, or make provision for the police to set up their own enquiry centre.

Any stakeholder may make the notification of a potential situation which may be assessed as an 'emergency' situation or 'incident'. The IMP may comment how notification of a situation for assessment may come from almost any source such as:

- The DSC Principal
- The Sailing Instructors and Assistant Instructors
- Local Volunteer Marine Rescue organisation
- Police or Rescue Coordination Centre - Australia
- Media
- Failure of a sailor to sign off
- A Weather Report
- Other.

Notification could be made by:

- Radio (HF or VHF).
- Telephone/text message.
- Media report.
- Other.

The IMP should provide guidance on how the Incident Management Team will log notifications and what details should be included such as time, date, name of person reporting, telephone number or contact details and the report.

4. Marine incident

Under the *Transport Operations (Marine Safety) Act 1994*, a marine incident is classified as an event causing or involving:

- the loss of a person from a ship
- the death of, or grievous bodily harm to, a person caused by a ship's operations
- the loss or presumed loss or abandonment of a ship
- a collision with a ship
- the stranding of a ship
- material damage to a ship
- material damage caused by a ship's operations

- danger to a person caused by a ship's operations
- danger of serious damage to a ship
- danger of serious damage to a structure caused by a ship's operations.

5. In the event of a minor incident (If in doubt on Priority - Escalate)

- Instruct support vessels to standby and assist as required and coordinate additional resources if appropriate
- Safety boat to provide feedback to DSC Principal or Senior Instructor if further assistance is required
- Storm Imminent - If instructed by DSC Principal or Senior Instructor notify fleet of impending storm and quickest safe location to shelter
- DSC Principal or Senior Instructor to reassess incident priority based on feedback and escalated priority level if required
- First aid should be administered and the injured person brought to shore if required.
- The main first aid kit is kept at the First Aid point in the kitchen upstairs of the clubhouse, safety boats carry smaller first aid kits and a portable first aid kit is also available from the first aid point in the kitchen.
- A list of people with first aid training is located at the end of this document.
- A list of emergency contacts of sailors participating in DPSS races is held at the Sign On/Off desk.
- The DSC Principal or Senior instructor holds a list of all students and contact numbers for parents and guardians.
- The Commodore or DSC Principal must be informed of any accident, however minor, and details must be entered in the Accident and incident register kept at the First Aid point in the kitchen as soon as possible by the person who dealt with the accident.
- Any emergency incidents should take precedence over other communications and activities.
- Any serious incident or developing safety problem is to be promptly reported to the Commodore or Principal instructor.
- The Commodore or Principal instructor will assess the situation and if necessary call for outside assistance.

6. In the event of a moderate incident (If in doubt on Priority - Escalate)

- Call Water Police and request assistance as appropriate.

Note: Water Police will coordinate involvement of all other emergency response agencies

- DSC Principal or Senior Instructor advises Commodore and Incident Manager of nature and location of incident
- Incident Manager takes control of coordinating involvement as directed by Water Police
- Principal or Senior Instructor and safety boats to provide assistance as appropriate until directed by Incident Manager of further actions
- Advise Commodore of nature and potential outcome of incident
- Storm Hits Fleet - Safety Boats to overturn dinghies and recover crew and advise IM of additional assistance required - IM to coordinate additional craft and involvement of Water Police
- IM assess appropriateness of current priority level and escalate if appropriate.

7. In the event of a major incident

Call Water Police and advise nature of incident and location on Channel 16.

Note: Water Police will coordinate involvement of all other emergency response agencies

- Provide support and assistance as required by Water Police - coordinated by Incident Manager
- Remain calm.
- If the person is on the water and an ambulance is required, the instructor or safety boat driver should contact the Principal or Senior instructor to call 000 or radio ashore to ask the radio operator to call 000 **or** call 000 themselves. Another safety boat should be called if the on-shore radio operator or Principal or Senior instructor cannot be raised.
- Manly Coastguard should also be alerted if possible in an emergency.
- The person delegated to call the ambulance should give details of the injury if known and tell the ambulance how to get to the club.
- If the injured person is a child then the Principal or Senior instructor should attempt to contact their parent, guardian or next of kin.
- The injured person should be brought ashore by safety boat if possible for speed. If the person should not be moved the safety boats should tow the boat ashore.
- The safety boat crews or instructors should stay on the water with the rest of the group unless they judge that the seriousness of the injury requires them to accompany the injured person ashore in the safety boat. In this case, they may leave the group under the supervision and with safety cover.
- Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.
- If the injured person is taken to hospital they should be accompanied by a parent, guardian or adult known to them.
- Everyone should be aware that the persons attending the incident, instructor, the first aider or other members of the group may be suffering from shock and may also require attention.
- All serious accidents must be reported in full. The Commodore or Principal should prepare the appropriate forms to be completed by the safety boat crew, instructor, members of the group and other witnesses before they leave the club for the day. The accident must be recorded in the Accident and incident register located by the First Aid point.
- Following a serious safety problem it may be appropriate to abandon training for the day.
- All media communication should be channelled through a designated senior officer of the club in possession of all the known facts and after due consideration. This should ideally be the Commodore or Secretary of the club. Following an inquiry into the causes, a systemic change may be required.

In the event of a major incident, the Principal or Head Instructor should inform the Commodore or Member of the committee immediately. The Commodore or Committee member should then:

- Obtain a statement from competent witnesses
- Remove the involved parties and key witnesses from the club grounds to somewhere they can be talked to away from the media
- Cooperate with police and other emergency services personnel
- Don't hold a media conference but decide who will talk to the media. Make a short statement.
- Don't allow well-meaning but ill-informed members or instructors to make public comments.

- Keep a record of who has spoken to them or contacted them in regard to the incident.
- If the rescue services have been involved the media will have probably obtained some information from them.
- If there has been a fatality, the police will contact the club and inform the next of kin. Do not publicise the name of the casualty at all.
- Keep any relevant equipment such as lifejackets, logbooks, etc.
- When dealing with any major incident, it helps if:
 - paperwork is up to date with information such as contact numbers for the next of kin
 - boats and instructors comply with club safety policy and the AS's conditions of recognition
- Report a marine incident to Maritime Safety Queensland.

8. Missing Person Procedure

- Sailor is reported missing. Ask for:
 - Name
 - Description
 - Age
 - What they were wearing
 - Where they were last seen
 - Who they were with
- Inform DSC Principal or Senior instructor, safety boat crew, on-shore radio operator, or nearest instructor or club official immediately you notice the person is missing.
- The DSC Principal instructor, race officer or person who has been informed is to activate a search of club grounds, marina and waterways in the following way:
 - Safety boats and other vessels keep a look out and sweep the bay in a line.
 - Organise a group of adult volunteers to start searching for the missing person on shore and around the boat harbour.
 - Collect mobile phone numbers of volunteers and provide them with a contact number for the person in charge of the search
 - Divide the volunteers into groups and given them search areas which include:
 - Inside the club house including toilets, bar, office, veranda and all other areas
 - Underneath the club house including storage areas, showers and toilets
 - The grounds of the club house, including all grassed areas, ramps and pontoon
 - The footpath and parking areas adjacent to the club on Trafalgar Parade/Fairlead Crescent
 - The public areas to the end of the Norfolk Point
 - The area from the Coastguard to the Esplanade
 - Waterways surrounding the club, which may be done with a safety boat and should take into account the direction of the tide and winds.
- If the person is not found within a reasonable period of time, contact the Police by dialling 000. Also contact the Manly Volunteer Coast Guard on 3396 5911 or in person next door to the clubhouse.

- When the person is found:
 - Advise parents or guardian if they have been informed that the person was missing
 - Advise person in charge of the search
 - Advise all persons involved in the search
 - Advise the police if they have been informed.
- De-brief by gathering all persons involved and thank them for assisting. Explain where the person was found and the circumstances surrounding their disappearance.
- Complete an incident report in the *Accident and Incident Register*.

9. Reporting marine incident

Maritime Safety Queensland has responsibility to collate and analyse the marine incident data provided by people involved in marine incidents. This information is gathered into reports by Safety Standards Branch, which produces two main reports each year: the annual Marine Incidents Report and the National Marine Safety Committee (Queensland jurisdiction) report.

Guidelines on reportable marine incidents can be found at <http://www.msq.qld.gov.au/Safety/Marine-incidents.aspx>

How do I report a marine incident?

A marine incident must be reported to a shipping inspector within 48 hours of the incident, unless there is a reasonable excuse.

The maximum on the spot penalty for failing to notify a marine incident is 40 penalty units (\$4000.00)

The report must be made on the approved form: Marine Incident Report QF3071 (copies held in Office and at [https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3071/\\$file/F3071_CFD.pdf](https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3071/$file/F3071_CFD.pdf)