

HKRW SAFETY PLAN HONG KONG 2017

Introduction

RRS Rule 1 and 4 and Sailing Instructions confirm that a boat is entirely responsible for her own safety. Nevertheless, the RHKYC as co-organizer has developed these Safety Standard Operating Procedures (SOPs) for the overall management of safety of all those competing in the 2016 Hong Kong Race Week.

This document sets out the Safety SOPs to be used for managing the safety resources in order to reduce the inherent risks associated with sailboat racing to a level as low as reasonably practical.

1 Objectives

The objective of the Safety SOPs is to provide procedures to both the racing fleet and the safety fleet in order to provide an efficient and competent safety cover for the event. The Safety SOPs cover:

- Providing escort services to the competing vessels for the duration of the event.
- Providing towing services to competing vessels as appropriate for the event.
- Undertaking any required stand-by assistance or rescue services to competitors and/or boats in distress.
- Instigating any 'search and rescue' operation in the event of a genuine emergency situation arising.
- Organising any shore-based support required to deal with any competitor suffering from sailing injuries.

2 Definitions

The following definitions apply in these Safety SOPs.

Departure Flag: The flag displayed to indicate racing fleet boats should proceed to the race track will be a 'D' flag. When flag D is displayed with a class flag it applies to that class only.

Emergency Drop-off Point: Suggested drop off locations for race area (please look at maps in Annex B):

Area A : VRC or Deepwater Bay Pier. The VRC gate to the beach area will be unlocked during VRC opening hours.

Area B : Repulse Bay Pier

Area C : Blake Pier, Stanley Bay

Area D : Blake Pier, Stanley Bay

Launch Area: RHKYC, Middle Island.

Holding Buoys: Buoys may be anchored leeward of the start line to act as collector for retired boats.

Principal Race Officer (PRO):	Person who is in charge both of the conduct of the race, the race management team and has overall responsibility for safety for all race tracks.
Race Officer (RO):	Person who is in charge both of the conduct of the race, the race management team and has overall responsibility for safety for that race track.
Regatta Office:	Overall admin control of the event.
Safety Fleet (SF):	The assets used to provide safety cover for the event under control of the SO.
Safety Officer (SO):	Person appointed to be in charge of safety from the time the first participant is permitted to go on the water until the time that all the competitors are off the water.
Safety Tzar (ST):	Person appointed by the SO to be in charge of safety on a particular race area. This person will be located on the Race management start boat for that race area.
Safety Control Boat (SCB):	Safety boat which carries SO and acts to control safety boats on the water.
Shore Control Leader (SCL):	Person appointed by the SO to control the shore-side assets who will be located in the Event Office.
Safety Boat Leader (SBL):	Person appointed by the SO to be in charge of a particular Safety Boat.
Safety Boat Crew (SBC):	Person(s) appointed by the SO to accompany a specific SBL on a Safety Boat.

3 Responsibilities

The following details the responsibilities assigned to individuals.

3.1 Principal Race Officer (PRO)

The PRO is in charge of all race track areas RO and Race management teams. The PRO is also responsible for the overall safety for the event and shall appoint a SO to assist in discharging this responsibility. The PRO shall work with the SO to communicate the safety plan to the race and safety team.

3.2 Race Officer (RO)

The RO is in charge of a race area and the conduct of the race and race management team of that race area. The RO shall work with the SO to communicate the safety plan to their race management and safety team.

3.3 Safety Officer (SO)

The SO shall report to the PRO and is responsible for the overall safety management of the event both on and off the water. The SO shall be responsible for:

- Delivering the organizational structure, adherence to this document and management of the Safety Fleet (e.g. boat allocation, boat resourcing, refuelling, mooring, etc).
- Monitoring all communications from the SCB which shall be a larger and more stable

vessel equipped with sufficient VHF radios to constantly monitor all designated channels. It shall also have sufficient mobile phone assets to communicate with shorebased assets.

- Keeping a logged record of any significant communications.
- Passing instructions from the PRO to ST, SBL and SCL
- Liaising with RO, SBL, mark layers, jury boats and any unofficial support boats at their location with regard to safety matters.
- Hosting a safety briefing for all the STs, SBLs and SBCs prior to the start of the event to communicate the safety plan.
- Attending the daily Race Management briefing and will thereafter brief the Safety Fleet before sailing to ensure adequate communication of weather data, daily organisational plans, etc.
- Attending the competitors briefing to deliver the safety briefing.
- Managing the movement of the competitors from shore to the course area.

3.4 Safety Tzar (ST)

Each ST shall be responsible for:

- Watching their race area from the Race Committee start boat with a safety overview and close communication with their SBL for that race area.
- Communicating to the SO any significant incidents including weather and sea state updates.
- Passing instructions from the RO to SO and SBL.
- Liaising with RO, SBL, mark layers, jury boats and any unofficial support boats at their location with regard to safety matters.

3.5 Safety Boat Leader (SBL)

Each SBL shall be responsible for a safety boat and shall report to their ST. On a RIB, this will usually be the RIB driver. On a larger safety boat, this will normally be the coxswain.

3.6 Safety Boat Crew (SBC)

Each safety boat shall have one or more SBC who shall report to the SBL. The SBC typically control the radios and mobile telephones on the safety boat.

3.7 Shore Control Leader (SCL)

The shore-side on the event shall be controlled by the SCL reporting to the SO. The SCL is responsible for tallying of competitors, race management officials and safety team on and off the water. The SCL is also responsible for liaison between shore based safety and emergency resources and the safety team.

3.8 Regatta Office

The Regatta Office shall co-ordinate the schedule of names of all safety crew afloat and ashore for each day of the racing. Prior to each day's racing, this schedule shall be passed to the PRO and ROs.

4 Safety Boats

4.1 Vessels

The following Safety Boat assets shall be provided:

Vessel	Crew	Role/Location
Safety 1 Protector	Marine Manager, SO	SAFETY CONTROL Directly all safety operations on water. Will have a listening watch on channels 72, 77, 96 and 99. Fly number 1 flag
Safety 2 Dory	SBL and SBC	Area A – FIRST RESPONSE SAFETY On course safety. Escorting boats back to the launch area as directed by the SO. Listening watch on channel 72 but capable of channels 77, 96 and 99. Fly number TBA flag
Safety 3 (T 1) Safety 4 (T 2)	SBL and SBC	Area B – FIRST RESPONSE SAFETY On course safety. Escorting boats back to the launch area as directed by the SO. Listening watch on channel 72 but capable of channels 77, 96 and 99. Fly number 3 & 4 flag
Safety 5 (HKSF 1) Safety 6 (HKSF 2)	SBL and SBC	Area C – FIRST RESPONSE SAFETY On course safety. Escorting boats back to the launch area as directed by the SO. Listening watch on channel 72 but capable of channels 77, 96 and 99. Fly number 5 & 6 flag
Safety 7 (T 7) Safety 8 (T 8)	SBL and SBC	Area D – FIRST RESPONSE SAFETY On course safety. Escorting boats back to the launch area as directed by the SO. Listening watch on channel 72 but capable of channels 77, 96 and 99. Fly number 7 & 8 flag

4.2 Safety Boat Identification

All Safety Boats shall fly the numbered white identification flags with numbers as detailed in Para 4.1

4.3 Crew

All Safety Boats shall have a minimum of two competent adults aboard. The SBL shall hold a valid PVOL licence and the RYA Powerboat Level 2 certificate.

On a RIB, the SBC will normally be in charge of communications as the SBL is typically helming. On a larger Safety Boat, one crew should be dedicated to the radio and the other to the mobile phone assigned to the boat.

4.4 Equipment

The equipment to be carried by each safety boat is detailed at Annex A.

4.5 Private Support/Coach Boats

Private support/coach boats shall registered with the Race Office and be supplied with a set of these instructions with which they shall comply.

All private support boats and coach boats shall at all times monitor VHF channel 72.

Should there be an emergency, they may be brought into the tactical reserve to provide safety support assistance under the direction of the RO or SO.

5 Radio Procedures

Radio calls are monitored by the Marine Department so it's important to sound professional. Only those who have a licence that covers VHF should operate the radio for routine calls and ensure you are familiar with the correct voice procedures, including the phonetic alphabet. Ensure to set the radio on low power and use the lock function to prevent inadvertent channel changes.

5.1 Radio Call Signs

The Regatta Office shall allocate call signs to each official boat (safety boats, race management fleet, mark layers etc) and shall produce a comprehensive list of boats and their call signs and identification flags that should be given to each member of the Safety Fleet. Call signs should as far as possible be the same as the actual safety boat vessel names in order to comply with regulations. This list shall include mobile telephone numbers.

5.2 Communication

The following VHF channels and mobile phones have been allocated:

Role	VHF Channel	Committee Boat Mobile Number
Safety	72	6465 4131 (Safety Control)
Area A	72	9430 1053
Area B	77	9430 1318
Area C	96	9430 0248
Area D	99	9430 0668

NB. Radio transmissions should be kept to a minimum to prevent clutter.

5.3 Mobile Phones

All personnel involved in the event shall provide their mobile phone number to the Event Office prior to the event starting. Any amendments shall also be notified to the Event Office prior to each days racing.

6 Procedures

The following details the procedures to be complied with by all race competitors and the safety fleet.

6.1 Proceeding To/From Racing Area

The following procedure shall be used for the movement of the racing fleet to/from the racing area:

6.1.1 Proceeding To Race Area

1. On each race day, the SO shall decide when there is sufficient safety cover prior to departure of the fleet.
2. All Safety Boats and all other official vessels shall sign on at the Regatta Office.
3. All skippers and crew shall check out at the designated tally control point before departing.
4. The RO will give permission to the SO to raise the fleet Departure Flag "Flag D"
5. The SO and STs will manage the fleet's movement to and from the race areas.
6. SO shall perform a daily radio check with each boat in the Safety and Race Management fleet before racing commences.

6.1.2 Returning From Race Area

1. The SO and STs shall manage the movement of racing fleet vessels to the Launch Area.
2. Cheoy Lees, Mark RIBs, Jury RIBs may be tasked by the SO and STs to assist in towing back racing fleet vessels should there be insufficient wind.
3. On return to the Launch Area, all skippers and crew are to check in within 20 minutes of returning to shore after racing (SI2.1).
4. No Safety Boat may go ashore until released by the SO.
5. The SCL shall monitor the check in and inform the SO when the whole fleet has been accounted for.
6. The SO shall inform the PRO when the fleet is all ashore.
7. The PRO shall give permission to the SO to release the Safety Fleet when they are no longer needed.
8. The Safety Fleet then shall return and sign off at the Event Office.

6.2 Racing Area

The following procedure shall be used to control the movement of vessels in the race area.

6.2.1 Safety RIB Positions

The safety RIBs shall act as sweeper to the fleet, all safety boats should stay well clear of boats racing unless responding to an incident.

6.2.2 Race Starting

ROs will report the number of starters to the STs after the start to reconfirm numbers. STs shall relay this information to the SO.

During the first beat the safety RIBs shall act as sweeper up the middle of the course. Position during the remainder of the race shall be advised by the SO or ST.

6.2.3 Racing Fleet Retirees

Retiring racing fleet vessels shall advise their coach or a Race Management boat who will radio this information back to the Committee Boat.

If a racing fleet vessel wishes to return to the Launch Area, they shall notify the race committee as soon as possible. The SO and STs will assess whether the returning racing fleet vessel requires an escort back to the Launch Area or not and deploy Safety Boat resources as required.

7 Adverse weather protocols

7.1 Low Visibility

If the PRO and RO decide that racing shall be curtailed or suspended due to fog or low visibility, the following Low Visibility SOP shall be implemented:

1. The PRO shall instruct the ROs and SO to implement the Low Visibility SOP.
2. The ROs shall use appropriate means to end racing as soon as practically possible and then signal whether further racing is postponed or abandoned.
3. All fleet vessels shall group in the vicinity of one of the following known references:
 - a. Committee Boat.
 - b. Mark of the course.
4. Should a fleet vessel be unable to locate a known reference they shall inform their ST of their issue and attract the attention of a Race Management vessel by any means available to them.
5. The SO and STs shall assign race area Race Management boats to be responsible for each group.
6. The Race Management boat responsible for a group shall count the number of racing fleet vessels in the group and relay this number to the ST.
7. The ST shall tally the number of racing fleet vessels and confirm to the RO and SO the total of fleet vessels tallied.
8. Should the tally be less than the total of racing fleet vessels afloat, the SO shall coordinate a search for the missing vessel(s).
9. Should the decision be made to escort the groups of racing fleet vessels ashore, they are to remain in a group within sight of their escorting Race Management Boat. Should one of the racing fleet vessels have difficulty in staying with the group, the entire group shall take action to keep with the vessel(s) in difficulty unless instructed to do otherwise by a Safety Boat.

Low Visibility SOP Warning. *Under no circumstances are competitors to proceed back to the Launch Area unescorted.*

7.2 Strong Wind

If the PRO and RO decide that racing shall be curtailed or suspended due to strong winds, the following Strong Wind SOP shall be implemented:

1. The PRO shall instruct the ROs and SO to implement the Strong Wind SOP.
2. The ROs shall use any appropriate means to end racing as soon as practically possible and then signal whether further racing is postponed or abandoned.
3. All fleet vessels shall then group in the vicinity of one of the following known references:
 - a. Committee Boat.
 - b. Mark of the course.
4. Should a fleet vessel be unable to get to a known reference, they shall inform the ST of their issue by an appropriate means.
5. The ST shall assign a Race Management Boat to be responsible for each group.
6. Should the decision be made to escort the groups of racing fleet vessels ashore, they are to remain in a group within sight of their escorting Race Management Boat. Should one of the racing fleet vessels have difficulty in staying with the group, the entire group shall take action to keep with the vessel(s) in difficulty unless instructed to do otherwise by a Safety Boat.

Strong Wind SOP Warning. Under no circumstances are competitors to proceed back to the Launch Area unescorted.

8 Emergency Situation

In the event of an injury to a person or damage to a vessel that may result in a hazardous situation, the following Emergency Situation SOP shall be implemented:

1. Any vessel requiring assistance shall inform the RO, ST and SO or another vessel of their need for assistance using any appropriate means. If possible this information shall include their location and details of the emergency. This information shall then be relayed to the ST and SO.
2. At the request of the ST or SO to the RO, the mark layers, pin end boats, jury boats and coach boats may be brought into the Safety Fleet. They shall then operate under the direction of the ST and SO to deal with the emergency situation.
3. The Safety Boat closest to the vessel requiring assistance shall make its way to the scene and inform the ST and SO when on site and update the ST and SO of the nature of the emergency.
4. The ST and SO shall take control of the incident, assess the situation and deploy the necessary assets to deal with the emergency.
5. All non-urgent radio traffic shall cease until the emergency situation has ended.
6. Those vessels not directly tasked with assisting with the emergency shall keep clear.
7. Safety assets not involved with the incident shall remain on their usual designated station.
8. If a casualty requires immediate medical attention or urgent evacuation by air the SO shall coordinate.
9. If a casualty can be evacuated by boat, a Safety Boat shall take the casualty ashore to the Emergency Drop-off Point defined in Point 2. The SO shall coordinate the casualty's extraction with the appropriate emergency services.
10. If a vessel crew has had to be extracted, another Race Management Boat shall secure the vessel to the holding buoy.
11. The SO shall update the PRO throughout the incident.
12. The emergency is only declared closed when the situation has been resolved, the

danger has been removed, the damaged boat made safe or the casualty evacuated. Once these provisions are met, the SO shall inform all stations that the emergency is over and non-safety assets can be returned to the control of the RO.

9 Emergency Contacts

9.1 MRCC

The MRCC is the only office in Hong Kong which keeps a 24 hour watch on all international maritime designated distress frequencies for shipping in the open sea (down to 10N Latitude and 120E Longitude).

If a life is imminently threatened, the MRCC can be contacted on +852 2233 7999 or +852 2233 7998 or send a DSC Distress alert on VHF Channel 70. This would normally be done by the SO but if the SO is unable to assist then anyone can contact the MRCC if the situation requires such assistance. The SO shall be informed at the earliest opportunity if the MRCC or other emergency service has been called.

9.2 Medical Advice

Tele-medical advice is also available through MRCC (see above contact numbers) as there is always a Port Health Officer on 24-hour standby.

9.3 First Aid Medics

If First Aid Treatment is required at Middle Island the SCL should be called directly on 6544 7807 or via VHF Channel 72

9.4 Other Contacts

CONTACT	NUMBER
Regatta Office	2812 7063
PRO Committee Boat	9262 7141
Safety Control	6465 4131
MRCC	2545 0181 2233 7998
Marine Police – Harbour Control Section	2385 2719 / 2385 2792
Marine Police Headquarters	2803 6247
Ambulance control centre	2735 3355
Marine Department Rescue – MRCC	2545 0181 2723 2233
Emergency Services	999

ANNEXES

Annex A. Safety Boat Equipment

Annex B. Safety Location Layout

ANNEX A. SAFETY BOAT EQUIPMENT

A.1. All Safety Fleet Vessels

Essential Equipment which should be carried by all Safety Boats:

- Adequate fuel for the duration of the day's event.
- Fully functional VHF radio which should operate for 9 hours.
- Spare batteries for VHF.
- A sound generator (whistle or fog horn).
- Compass.
- Anchor and warp suitable for the race area.
- Sharp knife, preferably serrated and easily accessible.
- If on a RIB, kill cord and spare, which must be used by the driver at all times when underway.
- Personal buoyancy for the crew, to be worn at all times on RIBs.
- Drinking Water.
- Tow rope (preferably made of floating line) and towing bridle if needed.
- Waterproof first aid kit and survival bag or thermal protective aid.
- GPS.
- Binoculars.
- Safety flag.
- Duct tape.

A.2. Equipment which shall be carried by at least two Safety Fleet vessels

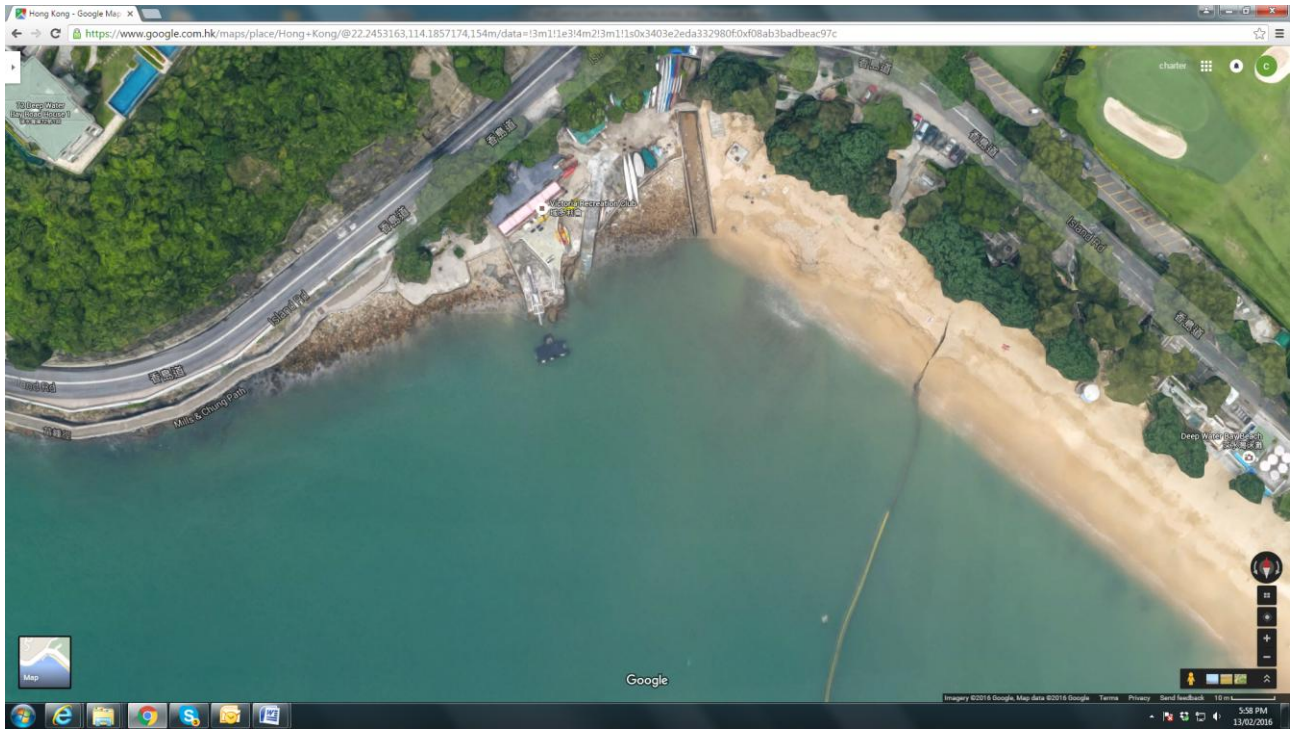
- Wire Cutters, to cut away rigging.
- Tool kit.
- Torch.
- Spare radios.
- Emergency salvage pumps

A.3. Safety Control Boat additional equipment

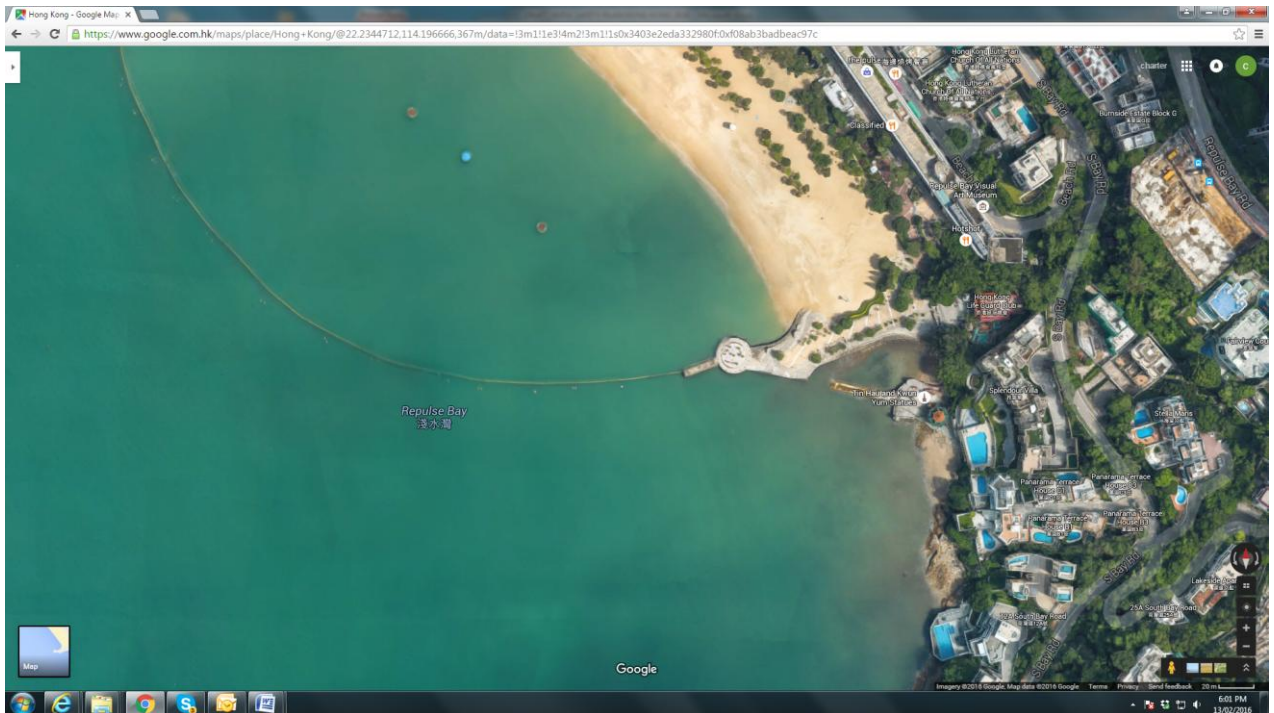
- 3G connected laptop for email communications.
- Wind meter.
- Additional pair of binoculars.
- 3 handheld VHF radios.

ANNEX B.

RACE AREA A



RACE AREA B



RACE AREA C & D

