



# INTERIM CORK SAFETY PLAN

**Version 4.1**

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# 1. INTRODUCTION

This document provides a framework for procedures and resources to minimize the risks inherent to sailboat racing. It will be reviewed by CORK periodically to ensure that its scope and procedures remain satisfactory.

# 2. OBJECTIVE

The objective of the CORK Safety organization is to provide efficient and competent safety coverage at CORK events. This document is the “Safety Plan”, and is made available for competitors, volunteers, and staff at a CORK event.

The priority shall be given to **LIFE SAFETY** and the rescue of people; recovery (of boats and equipment) is a secondary consideration.

# 3. CORK GENERAL SAFETY POLICY

As stated in the CORK Policy Manual (Approved 11 May 2020), the general safety policy for CORK is:

*3.11 SAFETY. The Objective of the CORK/Sail Kingston (CORK) Safety Policy is to provide the basis for efficient, competent safety cover for CORK events thereby allowing competitors, officials, and all those involved maximum enjoyment whilst minimizing the risks to their wellbeing, having regard for both expected and unforeseen conditions.*

*16.4.1 On-water safety procedures and policies will be monitored by the Safety Chief (SC) and the Race Advisory Committee (RAC) to provide a service that is current and appropriate for the classes engaged in racing and the weather and the sea state.*

In accordance with CORK policy, the Event Chair retains overall responsibility for safety throughout a CORK event.

Event Chair (EC)	Ultimate/Overall responsibility/authority for safety at a CORK event.
Deputy Event Chair (DEC)	2 <sup>nd</sup> in Command designated by EC, responsibilities as defined by the EC roles or delegated.
Principal Race Officer (PRO)	Responsibility/authority for safety during racing (delegated from EC)
Safety Chief (SC)	Operational responsibility/authority for safety waterside at an event from launch to all competitors declared shoreside. Safety advisor to EC
Race Advisory Committee (RAC)	Advisory resource to EC, Composed of EC, DEC, ESC, PRO (or CRO if only one course), Technical Delegate (if relevant), and SC
Event Services Chair (ESC)	Manages shoreside to waterside accountability for competitors, volunteers (sign in and sign out of the harbour). Communications backup to EC and SC, carries out emergency contact of coaches, chaperones, parents, and manages initial response to media and external agencies (police, paramedics, coast guard).



Course Race Officer (CRO)	Responsibility/authority for safety on a particular course at an event.
Safety One (S1)	Operational responsibility/authority for safety at a particular course (delegated by SC)
Safety Support (S2, S3, ...)	Operational responsibility/authority on a course or part thereof (delegated by S1)
CORK Central (Comms)	VHF Communications hub, weather monitoring Information logging, and relay from shore to courses and between courses.

## 4. CORK EVENT RESPONSIBILITIES

Safety is everyone's responsibility at a CORK event. The following personnel and their general and safety responsibilities are listed below:

It is the responsibility of the EC or delegate to inform pertinent local public agencies (Canadian Coast Guard Station, Ontario Provincial Police Marine Unit, Kingston City Police Marine Unit, and Frontenac Paramedic Service (EMS)) that a Regatta will be held at Portsmouth Olympic Harbour (POH).

The EC will typically delegate operational authority and safety response to the SC and the safety team. This delegation is for activity from competitor launch to the satisfactory check in of all competitors and volunteers at the conclusion of racing. Safety responsibility on a course vests with the CRO once racing has commenced on a given course. The CRO will delegate operational safety responsibility to the S1 on their course during racing. The S1 will keep the CRO, and SC informed of any issues or incidents on their respective courses. CORK Central will monitor and record.

The Sailing Instructions will define which Competitor Control System will be used at an event to track competitors to and from the water. The ESC will oversee the execution of the Competitor Control System. The SC and ESC shall collaborate to confirm that all competitors have returned to shore at the end of the day before the safety team stands down.

The detailed responsibilities of the SC at an event include:

- manage safety boat staffing and equipping from launch to attendance on course to the return of all to POH. Safety boat equipment is listed in Appendix A of the Safety Reference Manual.
- coordinate safety boat and waterside response to incidents and emergencies ensure a smooth handoff to outside agencies if required.
- respond to and provide aid to parties in distress waterside including rescue and, first aid and potentially assist FA shoreside when available.
- taking ultimate charge of any safety incident deemed significant or for which requires additional training, equipment, and experience.
- informing the EC of safety status and any incidents of note.
- ensure that all post incident reporting is complete as outlined in Section 5.3 of the CORK Safety Reference Manual.



## 5. CORK EVENT SAFETY AND MEDICAL RESOURCES

### a) Site Plan

The ESC will have prepared a Site Plan. This plan will clearly identify the locations of the First Aid Station, Communications Centre, ABLE Sail Dock (Emergency Dock), CORK Office/ Central and Ambulance/EMS access routes. A generic site plan is reproduced in this document as Figure 1.

### b) Shoreside First Aid Station

The ESC will provide and equip a first aid station at or near ABLE-Sail Dock. A qualified first aider will be on call at this site through CORK Central during racing hours. The FA station will be the designated handoff point or muster location for CORK volunteers, race officials, and outside agencies (Paramedics, Police, Fire, Coast Guard) in the case of an emergency.

### c) Communications (CORK Central)

CORK Central will coordinate, monitor, and keep a log of communications (VHF, Verbal) at a CORK event. This function will be staffed from before launch to the conclusion of racing and all competitors and volunteers are accounted for. Communications procedures are specified in the Communications annex to the CORK Policy Manual.

Radio transmissions to Cork Central should be kept to a minimum to prevent unnecessary communications interference.

### d) After Hours Medical Resources

Before- and after hours rescue and medical resources are provided through the Kingston 911 operator. Hours of operation at a CORK event are defined as from competitor launch to confirmation that all competitors have checked in at day's end. CORK will make available to all competitors and coaches a list of local First Aid or treatment options that can be accessed before and after the CORK FA station is open. That list can be found in Appendix I of the Safety Reference Manual.

### e) Waterside, Safety, Rescue, and First Aid Services.

Waterside rescue services are provided by safety boats assigned to specific courses and the transit of competitors to and from those courses. The SC is the operational authority for safety operations waterside but will typically be stationed at a tactical position from which the SC vessel may assist in any on water safety operation that escalates. In the case of a single course, the SC may also assume the role of the course S1.

#### *1. Safety Boat Personnel and Equipment*

Waterside operations will be staffed by a safety boat fleet appropriate for:

- the number of courses,
- course complexity,
- the classes being raced,
- fleet sizes,
- competitor age,
- weather and sea state,
- the opportunity for safety crew training.



Each Safety Boat will be staffed by a minimum of two people. This number may vary depending on the size and capability of the boat, but numbers of crew should never be so many as to preclude bringing 3 or more competitors aboard. Ideally, the safety boat crew will be comprised of individuals who are dedicated to safety, and will have solely, or in combination, the at least:

- basic first aid
- VHF radio telephone operator license and Pleasure Craft Operator Card,
- knowledge of sailboat or kiteboard racing - ideally of the class on their assigned course(s)
- small boat-handling/rescue skills.

Each Safety Crew member at a CORK event is required to wear a PFD on the water. The Safety boat will be outfitted with a kill switch or other device to be used when underway or when the engine is engaged. The system shall ensure that if the helmsman becomes separated from the helm, the engine will automatically shut off or disengage. It may be restarted by other crew to effect rescue.

Kiteboard Safety may be handled by Personal Watercraft; a single person crew and a reduced equipment set is permitted in this.

The minimum equipment carried by CORK safety boats or PWCs is listed in Appendix F of the CORK Safety Reference Manual.

A CORK Safety Flag will identify all designated Safety Boats in the fleet. This flag consists of a vertical red stripe on a yellow field.



## 6. SAFETY OPERATIONS

### a) General

The SC will be advised by the EC, in consultation with the RAC as to the timing of Safety Boat deployment. Race Management (Results) will provide CRO's and S1's with accurate competitor and coach lists, which will include class, sail number skipper and crew names, and country and club if available. Results as per the requirements of the Notice of Race (NOR) will also provide lists of all Support Persons on course cross referenced with the competitor information above or whom they support.

The SC will host a Safety Briefing for all dedicated waterside Safety Crews (and shoreside First Aid resources if available) at the beginning of each event to finalize assignments and deliver the most current information pertaining to the day's activities, including classes sailing and assignments, course locations, expected weather and sea state and special conditions or requirements for assignments. The SC will introduce the assigned S1s to their CRO of the day and their course assignments.



The SC will deliver a safety briefing at the first competitors / coach and volunteer meetings of the event and be present to provide updates at subsequent meetings.

All CORK boats will notify CORK Central by VHF whenever exiting or re-entering harbour. The S1 on each course will confirm radio communication with the CRO and their assigned safety fleet. The ESC responsible for the Competitor Control System will inform the CRO and S1 on each course when all the competitors for that course have launched.

The S1 is responsible for managing the coverage on their assigned course. At the S1's discretion, Safety Boats will be assigned specific areas to monitor.

When racing is abandoned or postponed temporarily to the harbour or for the day, Safety Boat crews will escort their course's fleet(s) back to POH. Once the SC and ESC have verified that all competitors are ashore, the SC will allow the Safety Fleet to stand down. No Safety Boat crews are to go ashore until released by the SC.

#### **b) Rendering assistance**

Safety Boat Crews will endeavour to have a Safety Boat standing by a capsized or disabled competitor to monitor the competitor's safety.

Rule 41 stipulates that a competitor may not receive outside help during racing. There is a list of exceptions which stipulate when assistance can be given. The SC will ensure that all Safety Boat Crews are aware of Rule 41 and the exceptions cited. If a safety boat receives a request for assistance by a competitor, the safety boat shall ensure that 1) permission has been granted to intercede, 2) if the assistance provided gives on competitor unfair advantage, such assistance may be subject to protest and disqualification. A record of the contact will be maintained by the safety crew and relayed to the CRO.

Exceptions are also authorized if in the sole opinion of the Safety Boat Crew, the competitor is unable to make an informed decision regarding racing, i.e. the safety crew had reason to believe that a competitor's judgement was impaired. Causes of impairment could include suspected head injury, hypothermia, or other serious injury.

#### **c) Transfer to safety boat or shore**

Transfer of the injured party to the safety boat is only indicated if special equipment is not required or if the competitor is at increased risk by remaining aboard. This situation must be documented and reported to the CRO and SC.

Any injured competitor requiring more elaborate first aid beyond what can be administered by Safety Boat Crews will be brought to ABLE Sail Dock and delivered to the care of the personnel at the First Aid Station and subsequently to more advanced medical aid such as Frontenac Paramedic Service, as required, from this location. The competitor and support persons as defined in the rules will be directed to this location to meet. The ABLE Sail Dock is reserved for emergency purposes and transfers only and is to be kept clear.



#### **d) Retirements**

All competitor retirements will be reported either to a Safety Boat and/or the CRO. This information will be subsequently relayed shoreside to the ESC and logged in the Competitor Control System. Every effort will be made to provide an escort for the retiring competitor, back to harbour.

#### **e) Decision to Abandon Racing**

The CRO in consultation with the PRO, SC, and the designated coach representative will monitor the performance of the competitors and conditions. The CRO will make the decision to abandon or postpone racing.

#### **f) Coaches and Spectators**

Support boats (coach and spectator boats, including parents) are generally required to obey set back boundaries as defined by the CRO for the course as shown in Appendix G of the Safety Reference Manual. These boundaries will be made known at competitor and/or coach meetings and reminders may be broadcast on VHF radio using the channel for the specific course. Safety Boats may be asked by the CRO to assist with boundary control. For some classes or events, coaches may be permitted to operate within the racecourse (e.g. Opti Green).

#### **g) CORK Response to Emergencies and Incident Management**

##### ***i. Management of an Incident***

An Incident Management System (IMS) is used at CORK. Details are provided in Appendix H of the Safety Reference Manual. It is used for serious incidents identified as:

- A serious injury,
- A weather emergency requiring course evacuation, or
- A lost or missing competitor/volunteer.

An IMS is adaptable to other intangible events not listed. The IMS is fundamentally anchored on three basic principles:

- The safety of competitors and volunteers including rescuers is paramount.
- A single point of contact and control at the scene of the incident is established. This party is designated the incident command (IC) and will be an appropriately qualified CORK volunteer or staff. External agency rescue resources are quickly mobilized as required and may assume the IC role depending on circumstance.
- Good Communication is established and maintained: CORK Management (IC, SC, EC, ESC, and PRO/CRO) are informed of the situation and all responding parties kept informed. The EC or designate is the spokesperson for CORK in any event. To be effective, CORK Management shall monitor Channel 6 (CORK Central).

Brief descriptions of the three most probable serious incident types are presented below.





## ***ii. Waterside or shoreside serious injury***

If a competitor, volunteer, or spectator has what appears to be a serious injury, a Safety Boat will be sent to the location and will follow the IMS protocol. Head injuries, shock, fractures, severe heat and cold injury, concussions, etc. are to be treated as serious injuries requiring immediate care. A request for additional assistance (911 call) may be indicated by the on-scene Safety or FA personnel attending. The EC will be notified in this event. This 911 call will be coordinated by Comms and the EC/ESC or designate as required. A 911 call information sheet is posted in Comms.

Every effort will be made to stabilize the injured party as found by the on-location safety crew until appropriate recovery equipment and trained personnel arrive. These personnel and equipment may be available at the FA station or on the SC Safety Boat depending on the day's plan. Examples of this specialized equipment may include an automated external defibrillator (AED), airways (OPA), BVM, trauma dressings, cervical collar, backboard, stokes basket, KED)

Once stabilized and brought aboard a safety boat or other conscripted vessel, the injured party will be expeditiously transported to the ABLE Sail Dock (Figure 1) with a minimum of disturbance. Shoreside incidents may be managed at the location found and direct ingress by Frontenac Paramedic Service arranged.

Alternatively, a waterside injured party may be transported to another evacuation point (i.e Kingston Yacht Club) if deemed appropriate by the EC and SC. This decision could be because of weather, sea state, injured party condition, or the location of the incident (it may be much closer to another landing point). Comms (CORK Central) and the EC will be advised if another location is chosen.

## ***iii. Missing competitor / volunteer***

If the ESC determines that a competitor is unaccounted for (missing) the ESC will inform the SC immediately. Similarly, CORK Central will advise of a missing RC or other support boat. The following situation-specific additional steps pertain in this case.

- The most senior, qualified CORK event volunteer will become IC and the principles of the CORK IMS followed.
- A complete description of the missing party and boat will be obtained and logged by Comms.
- When directed by the IC, the ESC, or designate, will conduct an immediate shoreside search for the missing party in the obvious places (washrooms, the boat park, bar/lunch/lounging areas).
- Fellow competitors and coach(s) will be questioned regarding circumstances, in person or by telephone/SMS.
- If the competitor is not located shoreside, the SC will organize and initiate a waterside search utilizing all available Safety Boats and other suitable craft.
- Comms will log the disposition of all search assets and record all the areas investigated / searched.
- If the initial waterside search fails to locate the missing party / competitor in short order, the Canadian Coast Guard, local and provincial police, Kingston Fire/Rescue and/or others will be contacted through the 911 service and advised of the situation.



#### ***iv. Extreme weather threat***

To aid in the prediction and actions to be taken in the event of extreme weather events (Tornado, Waterspout, Hail, Lightning, Line Squall, Gale) CORK Central will maintain a weather watch using the most current and predictive technology available. If extreme weather is predicted or observed forming, the RAC will be consulted and if deemed necessary the EC, CRO, PRO will be directed to abandon racing.

The PRO, the EC or the CRO, in consultation with the SC may declare an EMERGENCY ABANDONMENT of racing at one or more courses at anytime. Such a declaration will necessitate the immediate evacuation of all boats (Competitors, race officials and volunteers / spectators) from the water and ensure their safe return to harbour. All equipment on course such as marks are to be left behind and attention and effort is focused on people.

The procedure is signaled by:

- Several series of “five short sound signals” from the signal boat(s)
- The signal boat(s) will fly the VICTOR over HOTEL signal
- A radio message announcement will be broadcast over the course VHF channel(s) and all vessels on course will then tune VHF radios to the CORK Central General Frequency for instructions and updates.

All competitors, race officials, volunteers, and staff are to evacuate the water and return to harbour as quickly as safely possible. The SC will assume the authority for the evacuation and has the authority to direct the disposition of course boats (coach, jury, mark, and spectators) to assist in the prompt evacuation of competitors and their boats.

The CRO, EC, and the SC will be notified of the progress of evacuation on a periodic basis and once complete (all competitors, officials, and volunteers are confirmed back in harbour or safely ashore), the SC will standdown the Safety Fleet, who will also be confirmed ashore.

#### **h) Closure**

Life safety of all competitors and support persons including safety volunteers takes precedence in all circumstances.