



On-Water Safety Plan

MANLY SUMMER OF SAIL @ RQYS

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SECTION 1: Responsibilities

1. Scope:

To Provide a safe on-water environment for all participants- both competitors and officials- having regard for both expected and unforeseen conditions.

2. Competitors:

i. Fundamental Rules 1.2 and 4

Competitors attention is drawn to fundamental rules 1.2 and 4 of the Racing Rules of Sailing (RRS). Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at their time.

ii. Intention to Race/Sign-on

For each race or race session each competitor intending to race shall personally “sign on”. This requirement will be include in the sailing instructions. This requirement is to provide Race Management with a list of all boats on the water.

iii. Declaration/Sign-off

All boats must sign the race declaration sheet upon returning to shore in accordance with the Sailing Instructions. This requirement is to ensure all boats have safely returned to shore.

iv. Personal Buoyancy

All competitors shall wear personal flotation devices which are in good condition and are in accordance with the specifications issued or approved by a national authority affiliated to the International Sailing Federation, or a standards organisation, or certification authority, recognised for the purpose by its respective government.

3. Race Management

i. Code of Conduct

All Race Management personal are required to abide by the Sports Officials “Code of Ethics” and place the safety and welfare of the participants- both competitors and officials- above all else and accept responsibility for their action. In doing so, the primary responsibility of on-water personnel is for the safety of themselves and their crew.

ii. Race Management Boats

All race management boats are to be driven by licensed powerboat drivers and in such a manner that will not cause unnecessary disturbance to competing boats or injury to crews. All race management boats are to keep clear of competing boats unless providing assistance.

iii. Observing Capsized Boats

Capsizing is a normal part of sailing and will usually not result in a requirement for assistance. When a boat is observed heaved to or capsized, race management boats will count and observe the crew until they are sure rescue assistance is not required, while positioning themselves to render assistance promptly if required. Olympic classes are less likely to require assistance than junior or inexperienced classes.

iv. Monitoring Conditions

Monitoring the fleet and observing the weather conditions are important tasks during the race and rescue boats must be strategically placed to respond to emergencies.

4. Terms Used:

RD – Regatta Director | PRO – Principle Race Officer | CRO – Course Race Officer

In an emergency, the priority is to save lives and minimise injury, not to rescue boats. Drifting or anchored boats can be picked up later. Safety of competitors and rescue boat crews will always take priority over the preservation of boats.

SECTION 2: Minimum Safety Requirements for Conduct of Racing

1. **Briefing: (RD/PRO/CRO)**
 - i. Assisting staff members and volunteers should always be briefed on the rescue coordination plan before racing commences.
2. **Race Management Personnel: (RD/PRO/CRO)**
 - i. Sufficient personnel to resources Race Management boats.
 - ii. CRO to have attended a race management course which included the 'Risk Management' module.
 - iii. CRO to be accredited to minimum of "National Race Officer".
 - iv. CRO ensures rescue boat personnel are briefed/trained for class specific issues and procedures for juniors and Boards.
3. **Rescue Boats: (RD/PRO/CRO)**
 - i. Sufficient personnel to resources all rescue and course boats.
 - ii. Rescue boats to be suitable for conditions expected.
 - iii. Rescue boats to be provided with all safety equipment as required by state law
 - iv. Briefed/Trained in class specific requirements of classes that are racing on their course.
4. **Weather Information: (RD/PRO/CRO)**
 - i. Local weather forecast to be obtained from the Bureau of Meteorology and placed on the Notice Board prior to commencement of racing.
 - ii. All responsible personnel to be briefed on the days expected weather.
5. **Wind Speed Limits, Etc.**
 - i. Course Race Officers to be aware of "wind speed limits" specific to particular classes and to use these, together with other relevant conditions including sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of competitors racing.
6. **First Aid Provision**
 - i. One first aider available on shore at all times with access to the First Aid Centre
 - ii. The First Aid Centre is located in the Sailing Academy Building located to the West of the Main Clubhouse and fitted with appropriate equipment and manned by qualified personnel to be able render immediate first aid.
 - iii. Any injury requiring off-site assistance should be coordinated with RD. An ambulance will be called by the RD or by a delegated member of RQYS Staff and directed to either Fuel Wharf or Front Reception. An incident report form shall be completed and submitted to RQYS for any injury occurring on club premises or requiring outside medical treatment. Incident report forms are located inside the first aid kit and may also be obtained from the ASC Office.

SECTION 3: Rescue Co-ordination

1. **Purpose**
 - i. This document is prepared to provide a rescue plan and emergency response, for expected prevailing conditions involving normal regatta rescue procedures and for extreme conditions, Level 4 emergency situations where outside help is required.
 - ii. Refer to “Emergency Procedures Operations Sheet” (Section 6).
2. **The Principal Race Officer (PRO) and Regatta Director (RD)**
 - i. The PRO has overall responsibility for the on-water safety management in consultation with the RD, the RD is directly responsible for the on-land rescue coordination as well as the coordination of non-regatta assets (Water Police etc.)
3. **The Course Race Officer (CRO)**
 - i. The CRO is responsible for the on-water safety management of his/her course area.
 - ii. The CRO is responsible for the declaration of an emergency situation on the water on his/her course.
 - iii. Once the CRO abandons races due to conditions, he/she will co-ordinate the rescue from on the water and will request the assistance of the On Land Rescue Coordinator (PRO).
4. **Search and Rescue**
 - i. Local search and rescue activity will generally be planned and implemented by the On Land Rescue Coordinator (PRO), located in the Sailing Office of the RQYS, or in such a location as deemed suitable and practical.
 - ii. In the case of a missing person/boat, co-ordination will transfer to Queensland Water Police and State Authorities.
5. **Injuries**
 - i. Injuries will be responded to by the closest available rescue boat.
 - ii. If it appears on water that ambulance attendance will be required, the request for such is to be made via the RQYS Radio Room to the RD.

SECTION 4: Patrol Plan

1. Approach

- i. Each rescue vessel will have a designated area to patrol during the race and during transit of boats to and from the race area. This will be detailed in a course by course "Patrol Zone Allocation" plan prepared by the relevant CRO, overseen by the PRO.
- ii. The plan must ensure that all areas are covered by at least one rescue boat at all times.
- iii. For scheduled racing, rescue craft and rostered crews are to be on station (pre-allocated) or as otherwise directed. In the situation where it calls for "all boats" to be used, Jury boats, coach boats, media boats, etc, will be classed as "rescue boats".
- iv. Larger Ribs should be used for main coverage of the course as they can cover more area faster. Smaller and slower rescue boats are useful in close quarters situation and a balance of both vessels is appropriate.
- v. In relation to Kite-Boarding it may be necessary to operate with smaller, more maneuverable craft which can act in proximity to shore, and to use the shore as a safety location.

2. Heading to the start

- i. When the boats commence heading to the start, each course will monitor the progress of the boats to the course area.

3. During the races

- i. Depending on the type of course used, the course will be divided into a number of areas. Each rescue patrol boat assumes responsibility for one area.
- ii. During racing rescue boats will patrol pre-allotted zones.
- iii. Ideally 1 or 2 boats will overlap to cover each leg of the course.
- iv. In heavy conditions, rescue boats will concentrate closer to gybe marks to respond where capsizes are more likely to occur.
- v. In the event of bad visibility, heavy sea, strong wind, etc, zones may be further leeward on the course. Any boat drifting down the course will be able to be seen / picked up (important especially if wind is offshore). It is important to not leave the top mark/bear away marks unattended.
- vi. If more rescue boats are available they will patrol to concentrate on the tail of the fleet.
- vii. In some instances with some classes of boat it may be deemed necessary to have a boat follow the fleet for the purposes of a fast response. This will be communicated between the RD/PRO/CRO with a designated team prior to racing.

4. Jury and Media Boats

- i. Although they have other planned functions during, Jury and Media boats will attend to any boat they see in immediate danger. By the nature of their work Jury Boats are often positioned as the best boats to provide first response assistance and will do so when required.
- ii. Other dedicated rescue boats shall relieve Jury and Media boats from their rescue response as soon as practical.

5. Heading home

- i. All rescue boats shall work their allocated patrol areas until directed by the CRO or Rescue Coordinator to change area or come ashore when all boats are accounted for. Accounting for boats is normally only complete well after all are ashore.

SECTION 5: Rescue Team

1. Personnel

- i. Functional control for rescue will be performed by volunteers.
- ii. Rescue Boat Crews will always be fully briefed on the Rescue Co-ordination Plan before going afloat.
- iii. Each rescue boat should have a skipper plus a minimum of one crew (depending on size and type of boat) capable of picking up people from the water and managing damaged boats, etc.
- iv. Each rescue boat crew member should bring their own personal equipment including wet weather gear and warm clothing, gloves, knife, etc. People prone to seasickness should not go out. Rescue boat crews should wear PFD's at all times.
- v. Only personnel authorized by the Organizing Authority are to drive rescue boats.
- vi. In an escalation to a level 3 emergency, the following on-shore personnel are required in addition to the rescue boat crews,
 - vii. On land Rescue Coordinator (RD)
 - viii. Ramp Marshall
 - ix. Radio Operator(s)
 - x. Relief crews as needed
 - xi. Rescue Boat Crews should be alert for the signs of hypothermia and know the treatment for the recovery for persons suffering from the effects. (see Appendix)
 - xii. Sailors with head injuries, heat stress or hypothermia may have impaired decision making capacity and may not recognize that they require assistance.

Important note:

Your safety, that of your crew and that of the competitors is the most important factor in your rendering assistance. In any situation where you have to make a decision between boats, boats and human life, human life must come first.

Your primary responsibility is the safety of yourself and your crew. Do not put your own life at risk to render assistance. Call for help.

2. Duties

Personnel allocated to specific duties are as set out in the following table:

Rescue Coordinator	<i>Purpose:</i>	Single point of control of rescue operations until Police assume control
	<i>Location:</i>	On Shore RQYS Sailing Office On water PRO Boat/Course Start Boats
	<i>Assignment:</i>	Regatta Director
	<i>Duties:</i>	<ul style="list-style-type: none">• Overall command and supervision of rescue operations, until Police assume control.• Liaison with Outside Agencies• Liaison with media• Provide advice and guidance to Course Race Officers

Course Rescue Management	<i>Purpose:</i>	Rescue management on each course area
	<i>Location:</i>	On Water Designated course Start Boat
	<i>Assignment:</i>	CRO
	<i>Duties:</i>	<ul style="list-style-type: none">• Overall command and supervision of rescue operations for that course, until PRO or Police assume control.• Liaison with PRO• Liaison with Police

Safety Officer	<i>Purpose:</i>	To relieve the on-shore Rescue Co-ordinator of operational detail by contacting emergency services, coordination first aid, managing sign off completion, contacting relatives, liaising with the Club, etc., in communication with the PRO.
	<i>Location:</i>	RQYS Main Clubhouse
	<i>Assignment:</i>	RQYS Reception Team
	<i>Duties:</i>	Assist the Rescue Coordinator as required <ul style="list-style-type: none">• Facilitate Communication between internal club assets, staff, volunteers, and Emergency Services

Radio Operators	<i>Purpose:</i>	To manage tower radio traffic and free up the Co-ordinators from having to operate the club's radio system.
	<i>Location:</i>	On Shore RQYS Sailing Office/Manly Marine Radio
	<i>Assignment:</i>	Rostered radio operators
	<i>Duties:</i>	Operate radios

SECTION 6: Emergency Procedure Operations Sheet

Guidelines for all Race Management Personnel

<i>LEVEL</i>	<i>CONDITIONS</i>	<i>ACTION</i>	<i>CONTROL</i>	<i>COMMS</i>
Level 1		Patrol / Rescue		
	Light winds Slight sea Well within competitor capability	Rescue craft to patrol designated areas. Rescued boats to be towed to start-finish vessels or spectator craft. Rescue boats not to leave course without clearance from race officer.	Course Race Officer	Monitor Course radio channel
Level 2		Elevated Patrol / Rescue		
	Moderate winds Moderate sea Testing but manageable conditions	Coach, Jury and Media boats may enter course area and assist if requested by the Course Race Officer who will display code flag 'V' and make a radio announcement CRO May utilise Fleet Chase boats	Course Race Officer	
Level 3		Abandon race, Rescue of personnel		
	Heavy wind and big seas. Beyond competitor capability for most	Abandon races All available boats including Jury, coaches, to assist boats in trouble as directed or as otherwise required at their own discretion based on their experience. Rescue boats to either tow boats to available craft or abandon boats after tagging with (crew safe) tape No Coach boats to leave the water until all sailors recorded on beach.	Course Race Officer Rescue Coordinator (PRO) to assist	Tower to assist. Liaise with Beach Marshall head count / boats ashore
Level 4		Outside assistance required		
	Very strong wind and big seas. Well beyond competitor capability	Decision to call Water Police	Rescue Coordinator (RD)	Liaise with Beach Marshall head count / boats ashore
Bureau of Meteorology (BOM)		Strong wind warning		25-33 knots
Wind Warning Definitions		Gale warning		34-47 knots
		Storm warning		48-63 knots

SECTION 7: On-Shore Safety Management

Before Competition Commences

Race Office

- Provide to Race Office, a list of entrants that have registered.

Prior to Racing for each class each day

Sign On / Sign off Volunteers

- Advise Race Office of any competitor who has not signed on.

Tower

- Advise Regatta Director/Sailing Office Staff of any competitor who has not signed on.

During Racing each day

Course Race Officers

- Advise Race Office of any competitor who has not started, has retired, been rescued or has not finished.
- Ensure all other competitors have left the course

Rescue Boats, Jury, Support Boats, etc.

- Advise Race Office of any boat that has been rescued or retired and the action taken or observed.

After racing for each class each day

Sign On / Sign off Staff

- Advise Race Office of any competitor who has not signed off within the time limit.
- Should conditions become adverse the Race Office may broadcast over a PA system the names of sailors who have not signed off **INSIDE** the time limit.

Tower

- Advise Regatta Director of any competitor who has not signed off within the time limit or is not otherwise accounted for.

Abandonment due to bad weather

Course Race Officers

- Advise Race Office of any course for which racing has been abandoned.
- Advise Race Office of any competitor who has retired or been rescued.

Sign On / Sign off Volunteers

- Advise Race Office of any competitor who has not signed off within the time limit.

Tower

- Advise Regatta Director of all courses for which racing has been abandoned.

Injury / First Aid

Rescue Boats, Jury, Support Boats, etc.

- Advise Course Race Officer of any injury sustained on course including the class, name of the competitor and/or sail number, the nature of the injury, perceived severity and what action is being taken.

First Aid Drop off

- Persons requiring first aid should be dropped off at one of the following two locations

Course Race Officers

- Advise Race Office of any injury reported by boats on their course including the class, name of the competitor and/or sail number, the nature of the injury, perceived severity and what action is being taken.

Race Office

- Advise Regatta Director of any injury reported including, where known, type of injury, perceived severity, anticipated arrival at drop off point.

Regatta Director

- Notify the First Aid Officer and accompany to drop off point.
- Arrange transport/Medivac if required.
- Contact parent/guardian.
- Advise Event Director, CEO RMYS and PRO of situation.
- Prepare Incident Report in conjunction with First Aid Officer.

First Aid Officer

- Assess injury.
- Initiate/arrange appropriate treatment.
- Prepare incident Report in conjunction with Regatta Manager.

SECTION 8: Race Office Procedures

<p>Prior to Racing</p>	<ul style="list-style-type: none"> • Attend the Race Committee / Patrol boat Meeting to discuss race conditions and any concerns. Confirm radio channel with CRO. • Log Radio & POB checks with all patrol boats and RIBs leaving marina. • Log Radio & POB checks with all jury boats leaving marina. • Monitor all competitor boats leaving the beach. (e.g. capsizes in marina). • Communicate with Beach Marshall to ascertain number of competitors signed-on. • Notify Start Boat of number of competitors signed-on (and in each class where appropriate).
<p>During Racing</p>	<ul style="list-style-type: none"> • Monitor the Radio and log all communications to the tower. • Log the details (boat No. & time) of retired boats returning to the beach. • Liaise with Beach Marshall to ensure safe return and sign off of retirees. • Notify Start Boat of retirees ashore. • Log any information between race management vessels deemed to be relevant.
<p>Emergency Procedures</p>	<ul style="list-style-type: none"> • Log incidents where sailors removed from boat due to injury. Note time, boat number/name, sailor name (if available), and the location/rescue boat with the sailor and approximate arrival time at drop off point. • Ascertain details/severity of injury. • Instruct rescue boat to deliver sailor to the nominated drop off point. • Notify Regatta Director of type of injury, perceived severity, anticipated arrival at drop off point. • Sailors requiring first aid to be signed off by Beach Marshall.
<p>Completion of Racing</p>	<ul style="list-style-type: none"> • Liaise with Beach Marshall to determine when all sailors are ashore (signed off). • Notify Start Boat when all sailors are accounted for. • POB checks with all patrol boats and the RIBS entering marina • Radio & POB checks with all jury boats entering marina. • File any paper work.
<p>Abandonment of Racing due to Bad Weather</p>	<ul style="list-style-type: none"> • Notify Regatta Office/Boating Manager/PRO that racing has been abandoned. • Liaise with Beach Marshall to determine when all sailors are ashore (signed off). • Log incidents where sailors removed from boat for any reason. • Notify Start Boat when all sailors are accounted for. • Notify Boating Manager/PRO when requested by Start Boat to escalate rescue function to Water Police.

APPENDIX 2

ENTRAPMENT

SAFETY INFORMATION NOTICE

Trapeze Harnesses

Issue:

Risk of entrapment by a trapeze harness hook on, or under a capsized yacht

Notice:

Evidence suggests that trapeze harness users can become entrapped by the hook on the harness being caught, possibly by:

- piercing a trampoline or mesh wing or the deck or hull and then becoming stuck;
- becoming snagged on other parts of the yacht rigging including shrouds, hiking (toe) straps and vang; or
- becoming tangled and caught in sheets

To help reduce the risk of entrapment, and to help race officials and other volunteers on the course, clubs and class associations should consider the following information, and convey to race officials, volunteers and sailors where appropriate:

- To reduce the risk of trapeze harness entrapment, sailors should:
 - Keep lines and sheets organised in the yacht;
 - Wear close fitting clothing and personal buoyancy;
 - Carry a sharp, well maintained and easily accessible, preferably serrated knife and ensure crew know where the knife is located and are prepared to use it to cut a harness or trampoline mesh; and
 - Wear clothing and equipment which is unlikely to snag or can be easily freed.
- All race officials and safety boat crew should be briefed on the risk and dangers of entrapment and methods of recovery
 - Safety boats should be equipped with sharp knives to cut sheets, trampoline, harnesses etc. to free a sailor and bolt / wire cutters to cut rigging
 - Immediately it becomes apparent that a sailor has not surfaced and may be entrapped, all efforts should be directed towards righting the boat to bring the sailor to the surface.
 - In the case of catamarans, safety boat crew should also be prepared to cut the trampoline.
 - When the sailor has been brought to the surface, other equipment that should be carried by safety boat crew should be used to release the trapped sailor

APPENDIX 3

Marine Life Sightings - Risk Management and Reporting

Reporting potential shark sightings

- * **If a race official boat believes they have sighted a shark** the crew should report it to the race officer who will report it to the Tower.
- * **If a competing boat crew, coach or support boat believes they have sighted a shark** the crew should report it to the nearest safety boat crew.
- * **If a competing boat crew, coach or support boat suspects that a competitor is suffering from a severe reaction to a Marine Stinger** the crew should report it to the nearest safety boat crew.

Action by the Race Office

EMERGENCY ACTIONS

1. In consultation with the PRO, the Race Office will provide a general alert to all official boats by club radio.

Give all boat crews details of the location of the sighting and direct some boats to the area to monitor the situation and if required to alert sailors to the danger.

If necessary official boats should be advised to direct racing boats to return to shore and escort those boats.

APPENDIX 4

TREATING HYPOTHERMIA

Guidelines for Race Management personnel and event volunteers

1. Call 000 if you suspect hypothermia

Symptoms of hypothermia in adults and children include:

- Confusion, memory loss, or slurred speech
- Drop in body temperature below 35 Celsius
- Exhaustion or drowsiness
- Loss of consciousness
- Numb hands or feet
- Shallow breathing
- Shivering

Symptoms of hypothermia in infants include:

- Bright red, cold skin
- Very low energy level

2. Restore Warmth Slowly

- Get the person indoors.
- Remove wet clothing and dry the person off, if needed.
- Warm the person's trunk first, not hands and feet. Warming extremities first can cause shock.
- Warm the person by wrapping him or her in blankets or putting dry clothing on the person.
- Do not immerse the person in warm water. Rapid warming can cause heart arrhythmia.
- If using hot water bottles or chemical hot packs, wrap them in cloth; don't apply them directly to the skin.

3. Begin CPR, If Necessary, While Warming Person

- If the person is not breathing normally:
- For a child, start CPR for children.
- For an adult, start adult CPR.
- Continue CPR until the person begins breathing or emergency help arrives.

4. Give Warm Fluids

- Give the person a warm drink, if conscious. No caffeine or alcohol.

5. Keep Body Temperature Up

- Once the body temperature begins to rise, keep the person dry and wrapped in a warm blanket. Wrap the person's head and neck, as well.

6. Follow Up

- At the hospital, health care providers will continue warming efforts, including providing intravenous fluids and warm, moist oxygen.

APPENDIX 5

TREATING DEHYDRATION AND HEATSTROKE

Guidelines for Race Management Personnel and event volunteers

- Help the person to lie down at total rest in a cool area.
- Loosen any tight clothing.
- If fully alert and conscious, give them frequent small drinks of water or ice chips to suck.
- If muscle cramps occur, gently stretch the affected muscles to ease pain.
- Check vital signs at regular intervals.
- If unconscious or not fully conscious, place in the recovery position.
- If the person is unable to drink, or is vomiting or unconscious, enact plan for serious injury.
- Prepare to give CPR if necessary

APPENDIX 6

GUIDELINES FOR HANDLING RESCUED BOATS

The Course Race Officer will control rescue boats and favour keeping faster boats and RIBs in the racing area to perform further rescues and use other boats to hold or tow boats back to shore, as:

- A fast boat in most situations can still only tow at a slow speed.
- Towing boats can take up a lot of time especially when a long way from shore
- A fast boat can cover more area in less time than a slow boat
- In some situations it may be better to have smaller or slower boats used to take over a tow. This would apply where you may have sandbars, speed restriction, swimming, yachts moored etc, and a slower speed may be necessary.

The 29er Class cannot be towed effectively in strong wind with the Mainsail up. If possible the mainsail should be lowered for towing.

The Nacra 15 class

It is important to leave notification on drifting yachts that the crew have been recovered.

For the duration of the Event, the following system will be in place.

All boats where the crew has been removed must have a length of bright **Orange** tape (minimum 1 metre in length) securely attached to the forestay or tow ring.

This system identifies boats where the crew has been removed. Other rescue boats that see that boat will see the coloured tape and know that the crew has been recovered and they do not have to start a search for missing crew.

Emergency personnel and contact details

Appendix One: Radio Call signs

Appendix Two: Telephone Directory

APPENDIX ONE

Radio Call signs

Course	VHF Channel
Course A	72
Course B	69
Course C	77
Course D	91
Safety Channel	73

Position/Service	Name	Callsign
Regatta Director	Brady Lowe	Regatta Director
AS Representative	Lesley Fasala	Aus Sail
Principal Race Officer / Radio Control	David Brookes	PRO
Jury Chair	Howard Elliott	Jury Chair
Race Officer – Course A	Warren Myles	Alpha Start
Race Officer – Course B	Ross Chisolm	Bravo Start
Race Officer – Course C	John O'Brien	Charlie Start
Race Officer – Course D	Peter Talbot	Delta Start
Volunteer Co-Ordinator	Susie Jones	Volunteer Co-Ordinator

Emergency Management :

Sailing Manager	Brady Lowe	0418 767 019
RQYS General Manager:	Shawn Ket	0417 799 976
Protest Committee Secretary (RQ):	Nev Willis	0430 978 772
Facilities Manager/OHS Committee	Richard Matterson	0427 765 258

POLICE	Address	Contact
Capalaba Police Station	203 My Cotton Rd CAPALABA	3433 3333
Cleveland Police Station	1-11 Passage St CLEVELAND	3824 9333
Redland Bay Police Stn	Weinman St REDLAND BAY	3829 4111
Wynnum Police Station	82 Pine St WYNNUM	3308 8100
Brisbane Water Police	BRISBANE	3895 0333