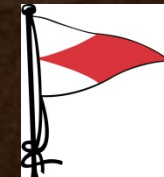


Optimize & Practice Your Emergency Action Plan

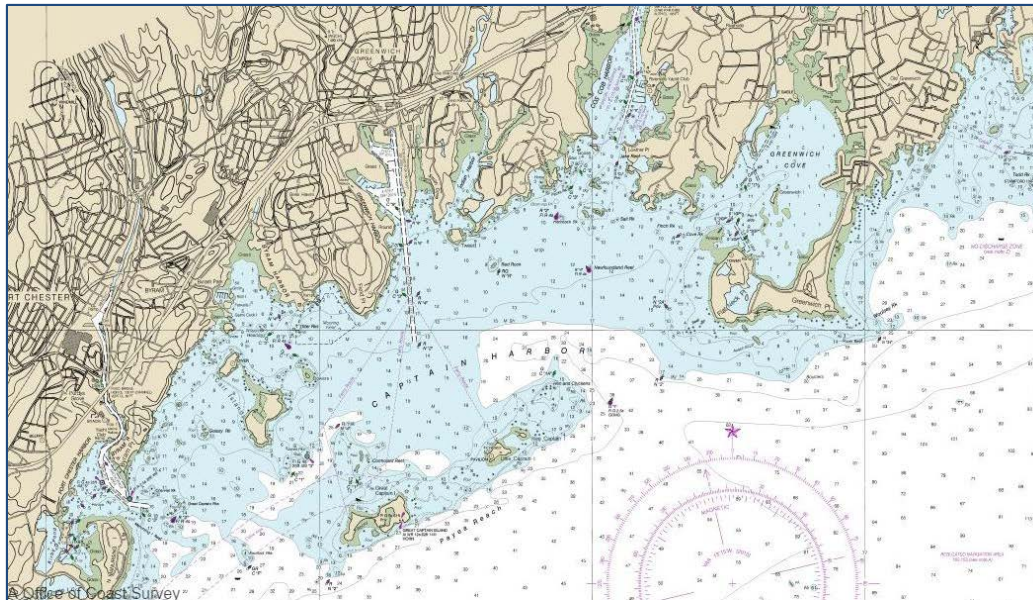
Presented by:

Whitney Peterson, Gowrie Group & Sachems Head Yacht Club JR Chair
Joel Labuzetta, Indian Harbor Yacht Club Waterfront Director



AGENDA

- Part 1: Developing & Practicing Your EAP
- Part 2: When it Matters – In a Crisis



Part 1: Developing and practicing your EAP

1. Safety Plan vs. Quick Reference EAP Card
2. Creating your plan
3. Training your team
4. Practicing your plan

Safety Plan vs. Emergency Quick Card?

Safety Plan	Emergency Quick Card
<ul style="list-style-type: none">• Long written document (10-50pg)• Many topics and departments• Multiple scenarios and responses• Forms and reporting documents• Multiple hands to create it• Starting Points:<ul style="list-style-type: none">• Ask other clubs for examples• <i>Gowrie/Burgee Junior Sailing Safety Manual (download)</i>	<ul style="list-style-type: none">• Reference card/guide• Can be single piece of paper• Laminated and put in a backpack or attach to a safety boat• Starting Points:<ul style="list-style-type: none">• Ask other clubs for examples• <i>Gowrie/Burgee EAP Quick Card Template (download)</i>

Do I need both? Yes. If you can only do one = **Emergency Quick Card**



What is an Emergency Quick Card (EAP)?

Do you have one at your program?



Sachems Head Yacht Club: Emergency Card

61 Chimney Corner Circle, Guilford CT, p: 203-453-9207

Emergency or Life Threatening Injury - Steps

- **Render assistance**
- **Make contact** with back-up help
- **Call for Help & Emergency Medical Attention:**
 1. **9-1-1** (say Guilford CT)
 2. **Guilford Police/Fire:** 203-453-8000
 3. **US Coast Guard:** VHF #16, 203-468-4401
 4. **SHYC Clubhouse:** 203-453-9207 or VHF #72
 5. **Sailing Director:** VHF #72
- **Monitor and administer first-aid** (AED and First Aid supplies in clubhouse ballroom)
- **If possible, bring injured person ashore** to a SHYC Emergency Response Location
- **Send someone** to meet/direct Emergency vehicles
- **Transfer** injured to care of Emergency Team
- **Debrief and inform** key people: SHYC Commodore, Sailing Director, family of injured
- **Complete an incident report**

Be prepared to tell 9-1-1:

- **Current location** of injured person
- **Description of boats** (if requesting on-water help)
- **Where you plan to bring injured ashore** (see map on back)
- **Age/gender/number** of injured people
- **Type of injury/situation**
- **Your name and call back number**

SHYC Emergency Response Pick-Up Locations



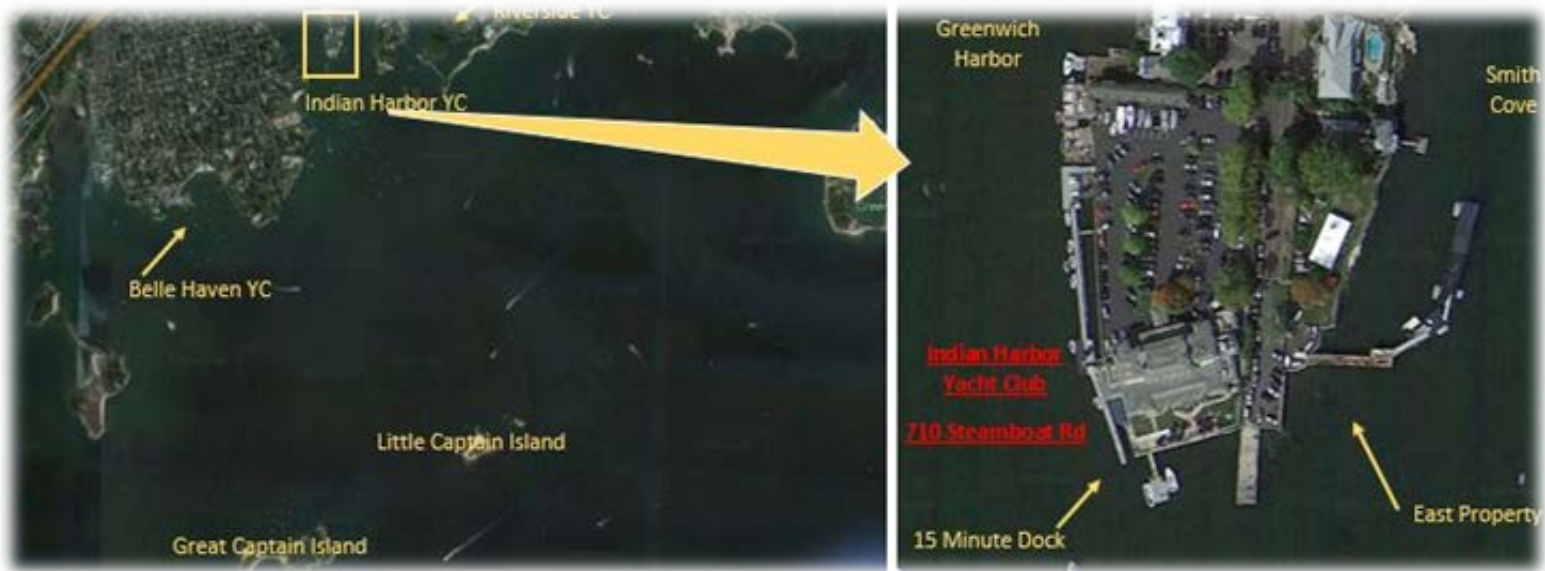
	Name	Description	Address	Nearest Cross Street
A	Sachems Head Yacht Club	Enter between 2 stone pillars, between 59 & 66 Chimney Corner Circle. Walk over bridge.	61 Chimney Corner Circle, Guilford CT	Prospect Ave. and Falcon Rd.
B	Sachems Assoc. Dock/Ramp	Back of harbor. Dead End of Colonial Rd.	Between 539 and 600 Colonial Rd, Guilford CT	Uncas Point Rd.
C	Sachems Head Assoc. Pier	First right after 219 West Uncas Point Rd.	Next to 219 West Uncas Point Road, Guilford CT	Old Sachems Head Rd.

- IF IN THIMBLE ISLANDS: **Stony Creek Ferry Dock**, 4 Indian Point Rd, Branford, Stony Creek Village.
- IF NEAR FAULKNER'S OR JACOBS BEACH: **Guilford Town Marina**, End of lower Whitfield Street.

Emergency Numbers	SHYC Main Numbers
911	Clubhouse & Launch: 203-453-9207, VHF #72
Guilford Police/Fire: 203-453-8000, 911	Sailing Director: Scott Leppert, 860-817-7305
Guilford Town Marina: VHF #16, 203-453-8092	Commodore: Rob Wilber, 203-627-6599
US Coast Guard: VHF #16, 203-468-4401	Fleet Captain: Peter Ginz, 203-623-7240

Two-sided

Creating the plan: How do you actually create an Emergency Quick Card or EAP?



Creating the plan: Team with local authorities

- Start with a **Template** (from another club or Gowrie/Burgee Program)
- Work with local emergency authorities (**Coast Guard, fire department, police, harbor master**)
- Determine **optimal rendezvous location(s)** for emergency transfers
- Document and review **how to contact each authority** (phone, VHF, 911)
- Review how **jurisdictions change from water to land**
- **They want to talk and work with you!**



Creating the plan: Post/share your EAP prominently

- **Post your EAP prominently:** near phones/VHF, dock office, front office
- **Laminate versions for your coaches and safety boats:** provide to all on-the-water staff and attached to each coach boat, launch, club vessel, and/or RC boat
- **Share a copy with club members** and/or to post to website
- Get feedback, be open to **adapting** your plan!



8

Training your team: VHF “Best Practices”

- **Assign specific radios** to each staff member
- Mandate **radio checks** by your staff before leaving the dock
- Know **which VHF stations** are in use by all departments
- Know and respect the **emergency VHF channels**:
 - 16: International Distress, Safety Calling, Calling
 - 13: Inter-ship Navigation Safety (Bridge-to-bridge)
 - 9: Boater Calling (Commercial and Non-Commercial)
 - 22a: Coast Guard
- Know **proper VHF language**:
 - “Mayday, Mayday, Mayday. This is vessel (use boat’s name).”
 - “Pan Pan; Pan Pan; Pan Pan” Request for assistance if boat or crew is in danger, but not life-threatening
 - Use of boat name, your name, “over”, “switch to 68”
- Know how and when to use **Hi/Low** power
- Activate your radio’s **DSC panic button** if it has one
- **Report accidents** – over report instead of not reporting:
 - Inform Program Director of all accidents, even minor
 - Call 911 if any chance will need them

Don’t let this dog be more prepared than your coaches!



Training your team: Know where you are

Does your new seasonal staff know where they are?

- Know your **location's physical address** (town, state, cross-streets, local names)
- Know the **number/names of the closest government buoys**, landmarks, and channel markers
- When reporting your location, use **North-South-West-East** to indicate direction (not Left or Right)
 - “About 100 yards northeast of Red Nun #10”
- Use **visual landmarks** to clarify
 - “At the mouth of the Mystic River, near the South tip of Mouse Island”
- When possible, report your location using **Lat/Long**
- Know how to **drop a waypoint on your GPS** – this can be critical in the case of missing lives or assets



10

Training your team: Safety/EAP walk-through should be part of every instructor “Prep-Week”

Compartmentalized training may be of more benefit to many teams

- Walk before you run...
- Use your training week for TRAINING, not just boat maintenance
- **IHYC Sample Prep-Week Training Schedule:**
 - **Day 1:**
 - Hiring paperwork and orientation
 - CPR / First Aid for everyone
 - **Day 2:**
 - Powerboat Training
 - Emergency Plan Training
 - Review EAP
 - Walk through EAP together with local Emergency Team(s) Fire, Police, USCG (location dependent)
 - **Day 3:** Lesson plans creation and peer review
 - **Day 4:** Local- Area Instructor Symposium

Practicing: Safety Walk-Through vs. Live Drill

Which one for which club/program?

EAP Safety Walk-Through	EAP Live Drill
<ul style="list-style-type: none">• Newer staff, junior staff• Untested EAP plan• If you feel overwhelmed by a “Live Drill”• Starting Points:<ul style="list-style-type: none">• VHF radio practice• Powerboat training• Read/review plan as a group• Review plan with Emergency Teams (fire, EMT)• Visit each emergency pick-up location by powerboat	<ul style="list-style-type: none">• Documented EAP in place• Returning program director• Returning and seasoned staff• Starting Points:<ul style="list-style-type: none">• Talk to other clubs that have done live-drills to get TIPS• See “Key Steps” on page #12



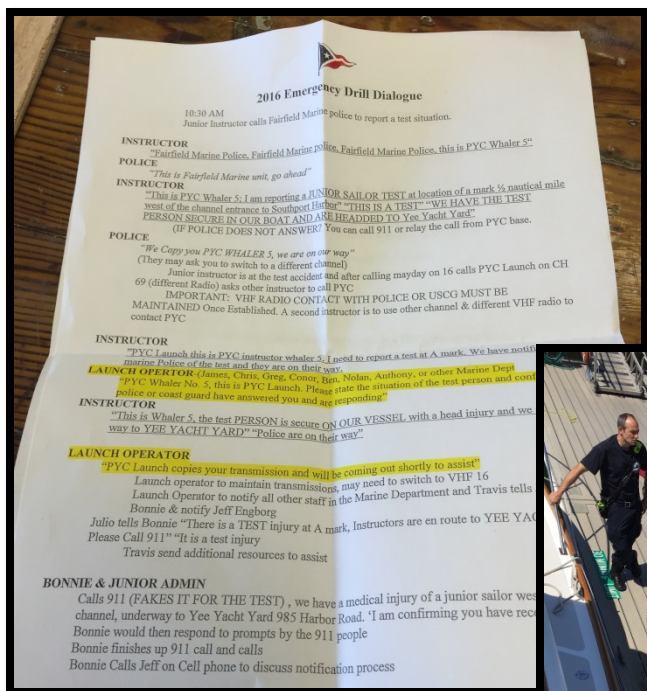
Practicing: Key steps for staging a Live-Drill

1. Pick a **type of accident/incident** to practice (boom head injury to 420 sailor, suspected broken bone of Opti sailor, etc.)
2. Write out a **detailed script** and plan of action
3. Review the script with **local authorities and invite** them to attend the Drill
4. Run through the **script with your team on land**
5. Make sure everyone **knows this is a “test”** and to use the word “test” when making **ALL** calls by phone/VHF
6. Try to get as many of your **staff members involved** in the drill as possible
7. Brief your **shore staff** (galley, launch, gas dock) on the Drill
8. Inform your **members** that you are doing a Drill (when/where)
9. After the drill, **conduct a de-brief** with all involved:
 - What worked? What didn't work?
 - What could be done better or different?
10. Revise **your EAP to reflect learnings** from the Drill



13

Practicing: Live Drill in action!



Live Drill: Pequot Yacht Club, 2016



Part 2. In a Crisis: When it matters

1. Use effective, strong VHF communication skills
2. Know when to use Cell Phones
3. Know how to communicate your location
4. Prevent additional accidents, injuries, and incidents
5. Be smart about public communication and info sharing
6. Follow US Sailing's 10 Crisis Steps

In a Crisis: Ensure your team has strong communication skills



- When communicating by VHF, clearly state **your name and which safety boat you are in every transmission:**
 - *“This is Sarah Scott in RIB #5. I am with the injured person. We are heading towards the boat ramp at Pier 5.”*
- Use **HIGH power** setting on the VHF for maximum volume and reach
- Ensure **shore team receiving injured person** has a working VHF (*borrow from another uninvolved staff member if needed*)
- Ensure all **onsite staff knows** an emergency situation is occurring (dock, launch, instructors, galley, office)
- Make sure your staff **knows where they are** and local land marks and buoys
- **Use cell phones** when and where appropriate and effective
- If possible, have **2 VHF's and 2 people** with the injured person
 - Consolidate 2 instructors into one boat (anchor the other boat)
 - Enable easy monitoring of 2 VHF channels at once
 - With 2 people = one with the injured person, one to operate the boat



16

In a Crisis: Prevent additional accidents and injuries

- Stay calm, focused, alert
- Act as quickly as you **safely can**
- Do not put yourself or others **in harm's way**
- Respond and assist the injured person **to the best of your abilities**
- Do not **risk additional injuries**
- Wait for **back-up and/or emergency responders** if you do not feel safe
- If others are involved, **remember to ensure their safe return to shore**
- When possible, **secure the other boats involved**
- When possible, **reduce or eliminate other non-emergency (discretionary) recreational boating**





In a Crisis: Follow US Sailing's 10 Crisis Steps

US Sailing's 10 Crisis Steps:

1. Act as quickly, responsible, humanely and openly as you can.
2. Form a small management committee but speak with one voice.
3. Immediately contact all people with a connection by telephone.
4. Call for independent review.
5. Send no emails unless absolute security is guaranteed.
6. Inform your insurance agent and listen to what they say.
7. Listen to your lawyer, but do not sound like one.
8. Respect the public's need to know, while also respecting victims' privacy.
9. Be accurate; say nothing unless you know it to be true.
10. Take ritual seriously honor rescuers; consult clergy, psychologists and other specialists. Respect PTSD. Grief counseling is extremely valuable.



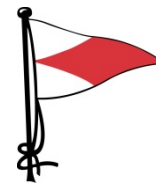
Thank you and contact us anytime!

Whitney Peterson

- Sachems Head Yacht Club, Junior Sailing Chair (Guilford, CT)
- Gowrie Group, Marketing & Burgee Program Safety
- whitneyp@gowrie.com, 860.399.2812 (p), 203.500.5111 (m)

Joel Labuzetta

- Indian Harbor Yacht Club, Waterfront Director (Greenwich, CT)
- waterfront@indianharboryc.com, 203.869.2484 x32 (p)



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in the **menu bar**.

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