



EMERGENCY ACTION PLAN - CARD TEMPLATE

Directions for Use

The Emergency Card Template gives clubs and community sailing programs a strong starting point from which to create an Emergency Card for their specific location. This template has been developed collaboratively with input from marine safety specialists at Brown & Brown, US Sailing, and sailing programs across the country. The fillable card template can be found on page 3 of this document.

Posting of Emergency Card:

Your card should be posted prominently in multiple locations at your facility – near the phones/VHF, dock office, front office, etc. It should also be laminated and given to your on-the-water staff and attached to each safety boat, coach boat, launch, and/or RC boat. Some programs find it helpful to convert their emergency plan into a waterproof sticker which they affix to each boat. It may also be appropriate to share a copy with your members and/or to post to your website.

Determining who to call first and where to go ashore:

Take the time to team with your local Coast Guard and/or fire department to get input - every location is different.

- **Major Harbor Example:** Sailing programs located in major harbors may find that a call on VHF#16 to the Harbor Master and/or local US Coast Guard is the best first call. These resources tend to be on duty 24/7 and are equip to quickly respond to an on-the-water emergency by boat. Do your research and find out.
- **Small Harbor Example:** Programs located on small lakes or small harbors may find that calling 9-1-1 or the local emergency number for their fire station is the best first call. Do your research and find out.
- **Where to Go Ashore:** Include multiple possible locations to bring an injured person ashore; factors to consider include location of the incident, ease of transfer, tide, traffic, weather, and more.
- **9-1-1:** In some locations, calling 9-1-1 on a cell phone may result in reaching a dispatch station located in a different town/state. Make sure the caller specifies the location (city, state, Lat/Long) where help is needed.

Review & Practice

Your emergency plan should be reviewed and practiced annually with key stakeholders, employees, and seasonal staff.

Optimize Your Plan & Actions

1. Employ Effective VHF Communication

- Do a radio check before taking a VHF radio into service/action, each time
- Know what VHF station your club/program uses, and what station the local emergency teams use
- Determine a strategy for having 2 VHF's and 2 people with the injured person/incident at all times
- When speaking, clearly state your name and which boat you are in (every radio transmission)
- Use HIGH power setting on the VHF for maximum volume and reach
- Ensure shore team receiving injured person has a working VHF tuned to the right channel (borrow from another uninvolved staff member if needed)
- Use cell phones when and where appropriate and effective

2. Know and Communicate Your Location

- Drop a waypoint at the scene of the accident if assets/people are missing
- When reporting your location, use North/South/West/East to indicate direction (not Left/Right)
- When possible, report your location using Lat/Long in addition to visual markers
- Know the number/names of the closest government buoys, land marks, and channel markers

3. Prevent Additional Accidents & Incidents

- Stay calm, focused, and alert
- Act as quickly as you safely can
- Do not put yourself or others in harm's way when responding or attending to an incident
- Respond and assist the injured person(s) to the best of your abilities
- If JR Sailing related, make sure to ensure the safe return to shore of the other children in the class
- When possible, secure the other boats involved and around the incident
- When possible, reduce or eliminate non-emergency (discretionary) recreational boating in the area

4. Be Smart about Communication and Information Sharing

- Ensure all onsite staff knows an emergency situation is occurring (dock, launch, instructors, galley, office)
- Have Office Team or periphery person notify Flag Officers or General Manager as soon as possible
- **Crisis Response Steps:**
 - » Act as quickly, responsibly, humanely and open as you can.
 - » Form a small management committee but speak with one voice.
 - » Immediately contact all people with a connection by telephone.
 - » Call for independent review.
 - » Send no emails unless absolute security is guaranteed.
 - » Listen to your insurance agent and lawyer but don't sound like one.
 - » Respect the public's need to know, while also respecting victims' privacy.
 - » Be accurate; say nothing unless you know it to be true.
 - » Take ritual seriously honor rescuers; consult clergy, psychologists and other specialists.
 - » Respect PTSD Grief counseling is extremely valuable.

5. Practice Annually and Seasonally

- Stage a drill - practice your Emergency Action Plan during your pre-season
- Responders/teams that have practiced are more effective, efficient, and less prone to missteps
- Practicing your plan enables you to tweak and optimize your plan – learn what doesn't work before there is an emergency

Emergency Action Plan for:

Primary Address:

| Main Phone:

Be Prepared to Tell 9-1-1:

- **Current location of injured person**
(Lat/Long, nautical markers, compass directions)
- **Description of boats involved** (assisting boats and involved boats)
- **Your name, cell #, and VHF**
- **Where you plan to bring injured person ashore** (be clear and specific)
- **Age/gender/number of injured people**
- **Type of injury/situation**

Emergency or Life Threatening Injury

1. **Render Assistance**
2. **Make Contact** with coaches, program staff, dock staff, and/or club staff for assistance
3. **Call for Help & Emergency Medical Attention** (see primary numbers below)
4. **Monitor and administer first-aid**
5. **Do not cause additional incidents** (secure boats, reduce recreational traffic, monitor junior sailors)
6. **Send someone** to meet/direct Emergency vehicles
7. **Transfer** injured to care of Emergency Team
8. **Debrief and inform** key people: Commodore, General Manager, Sailing Director, Board, Attorney, Insurance Broker, Family of Injured, etc.
9. **Complete an incident report**

Emergency Response Pick-up Locations

(to share with emergency response team)

Insert Map of Your Location
(Label A/B/C)

	Name/Description	Address	Lat/Long
A			
B			
C			

Emergency Numbers (9-1-1)

Harbor Master: (VHF#)

Harbor Police: (VHF#)

Local Coast Guard: (VHF#)

Local Fire:

Primary Contact Information

Main Number: (VHF#)

Launch: (VHF#)

General Manager: (VHF#)

Commodore/President: (VHF#)

Sailing Director: (VHF#)

