

JUNIOR SAIL SAFETY MANUAL

NASHVILLE SAILING
FOUNDATION – HIYC
SAILING CAMP

May 2021

**Based on Gowrie Group
Burgee Program and US
Sailing Safety Requirements –
All Rights Reserved**



TABLE OF CONTENTS

1	JUNIOR SAILING MISSION STATEMENT.....	4
2	SAILING STAFF CERTIFICATIONS:	4
3	RATIOS FOR STUDENTS - INSTRUCTORS - SAFETY BOATS	5
4	SAFETY BOAT OPERATION POLICY.....	5
5	POWERBOAT ASSESSMENTS	5
6	FACILITY & SAFETY ORIENTATION	6
7	WALK AROUND INSPECTION	6
8	RECORDKEEPING GUIDELINES	7
9	LOGS	7
10	INJURY	7
11	EQUIPMENT CHECK & MAINTENANCE:.....	8
12	SWIM CHECK GUIDELINES:	8
13	LIFE JACKETS.....	8
14	FOOTWEAR	9
15	EYE AND SKIN PROTECTION	9
16	STUDENTS MISSING CLASS.....	9
17	VHF RADIOS AND CELL PHONES	9
18	PARENT ORIENTATION.....	9
19	INCLEMENT WEATHER:	10
20	SAILOR SUPERVISION.....	10
21	EMERGENCY ACTION/RESPONSE PLAN.....	10
22	GENERAL JUNIOR PROGRAM SAFETY RULES	11
23	DISCIPLINE POLICY	12
24	FORM AND REFERENCE SECTION.....	13

DISCLAIMERS & CONTRIBUTORS:

Disclaimer:

Although the information and recommendations contained in this publication have been compiled from sources believed to be reliable, Nashville Sailing Foundation/HIYC Sailing Camp (NSF/HIYC) makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances.

Contributors: Content and information primarily provided by Gowrie Group and US Sailing. Editing and updates of content provided by Kelley Severns – HIYC Summer Sailing Director and the NSF Board of Directors

About The Burgee Program:

The Burgee Program is the only comprehensive insurance program developed to meet the unique needs of all types of sailing organizations - yacht clubs, community programs, schools, classes, fleets, paper clubs, and more. The program is managed by the marine experts at Gowrie Group, underwritten by Chubb Group of Insurance Companies, and endorsed by US Sailing. The program protects not only the organization, but also the board members, flag officers, volunteers, members, and employees. Learn more at www.burgeeprogram.com, 800.262.8911, or burgee@gowrie.com.

1 JUNIOR SAILING MISSION STATEMENT

Mission Statement: The mission of the Nashville Sailing Foundation is to build lifelong sailors by teaching children how to sail in a fun and safe environment and which instills in them a love for the sport. Respect for boats, each other, and the water, along with sportsmanship and safety, are the guiding principles of the program.

The Summer Sailing Director oversees all programs with oversight from the NSF Board of Directors, and liaisons from the Harbor Island Yacht Club. The Director and Board strive to meet the following:

- Adhering to national standards for safety, instructor training, and curriculum.
- Developing site-specific policies for day-to-day administration and emergency situations.
- Collecting continual feedback from staff, children, and parents.
- Recruiting and hiring the best instructors possible.
- Overseeing the planning and purchase of program equipment.
- Enforcing zero tolerance for drugs, alcohol, and sexual harassment.
- Enforcing anti-bullying policies.
- Reviewing and revising the program curriculum to meet the sailors' needs.
- Attending regularly scheduled meetings.
- Reviewing "Accident Reports" and "Discipline Reports."
- Reviewing the program's insurance coverage.
- Reviewing the Junior Sailing Safety Manual annually.
- Striving to continually improve the program.

2 SAILING STAFF CERTIFICATIONS:

All sailing instructors should be certified US Sailing Small Boat Level I instructors or have equivalent experience as determined by the Director. In order for their certification to be valid, an instructor must hold current First Aid and CPR certifications, along with a safe boating certificate recognized by the National Association of State Boating Law Administrators and complete SafeSport training, Concussion training and undergo a background check.

Junior/Assistant instructors, if age-eligible (turning 16 in the calendar year), should also be encouraged to become US Sailing Small Boat Level I instructors.

Powerboat certifications: All instructors should have a state boating license in the state they are teaching. The certificate should be recognized by the National Association of State Boating Law Administrators. Each state has different requirements. Some states allow for online training whereas other states require attending a course. The US Powerboating Safe Powerboat Handling course will often satisfy these requirements, and provides hands-on instruction.

All of our Senior Instructors are required to have the following certifications:

US Sailing Level 1 Instructor (many have their Level 2s or 3s)

- Level 1 – includes a powerboat operating on the water test, as well as a written powerboat and sailing equipment safety test
- Level 2 – includes on the water training and testing for correct towing procedures and advanced rescue techniques for larger boats (420s)

Adult and Pediatric First Aid/CPR/AED

SafeSport Training through Team USA – renewable every two years through US Sailing, online course covering bullying, discrimination and sexual abuse awareness

Concussion Awareness through the CDC – training on signs and treatment

NASBLA Valid in TN (Power Boat License)

Background Screening

3 RATIOS FOR STUDENTS - INSTRUCTORS - SAFETY BOATS

Ratios, as recommended by US Sailing, are listed below. US Sailing also recommends having two people per safety boat. The second person can be an additional instructor, coach, junior instructor, or older sailor.

	Student to Instructor	Sailboat to Safety Boat
Youth Introduction (under 8 yrs)	3:1 to 6:1	1:1 to 3:1
Youth Learn to Sail (8-16 yrs)	6:1 to 8:1	3:1 to 8:1
Youth Racers (8-16 yrs)	6:1 to 10:1	3:1 to 10:1
Adult Learn to Sail	3:1 to 6:1	1:1 to 6:1

4 SAFETY BOAT OPERATION POLICY

Near shore safety boat (SB) requirements: The recommended ratio of safety boats to sailors varies from 1:6 for Opti beginners to 1:12 depending on boat class and experience levels.

The Director or Head Instructor will ensure a designated staff member fills the gas tanks, checks the oil, and reviews other aspects of the safety boats each day prior to the beginning of classes. Each instructor will be responsible for determining that their safety boat is in safe operating condition prior to leaving the dock. Safety boats will be numbered, and the corresponding ignition keys will be kept in a safe location. Keys will be returned to this location after each class. More than one staff member will be familiar with each safety boat. Only authorized people will drive the safety boats.

5 POWERBOAT ASSESSMENTS

The Maintenance Director will conduct an in-service orientation and equipment survey of each safety boat prior to the beginning of the summer sailing season and continuously as needed. The orientation and survey will identify the use and specific condition of each safety boat with respect to hull, alarms, batteries, engines, fuel tanks, bilge pumps, VHF radios, bumpers, anchors, boat hooks, lines, and racing marks. Any damage will be recorded in writing.

Any damage to a club safety boat or club boats, or other property or equipment, will be reported in writing on the appropriate **Incident Report Form**. The form will be completed by the instructor involved in the incident. Copies will be filed in the Sailing Office on the day of the occurrence. Depending upon the

severity of the accident or incident, the Director will be immediately contacted at the time of the occurrence. The **Incident Report Form** will establish the facts as occurred and the actions taken by the staff while dealing with the accident.

. Safety boat usage rules include:

- Following US Sailing's safety boat to sailor ratios.
- Safety and coach boats will be in constant communication via VHF radio or cell phone
- No sailors will be left unattended on the water.
- One boat per class will have a working cell phone.
- Club owned boats must return to harbor prior to sunset, unless equipped with working navigation lights.
- A [U.S. Coast Guard Float Plan](#) should be filed with the Program Director when taking students on a long distance trip/outing by boat.
- Kill Switch will be worn by operators at all times when coach boats are in use.
- US Sailing recommendations for operating powerboats will be followed including but not limited to:
 - When sailors are in the water, coach boat outboard engines will be TURNED OFF when within one boat length of the students
 - No more than TWO sailors will be on the coach boat at any time during practice or events, although coaches will make every effort to not transport sailors on the coach boat except in emergencies.

6 FACILITY & SAFETY ORIENTATION

Prior to the start of the sailing season, all policies, procedures, facilities and equipment will be reviewed with the sailing staff. Additionally, emergency procedures will be reviewed and practiced.

7 WALK AROUND INSPECTION

Throughout the summer season, the grounds, buildings, equipment, and sailing area should be inspected to determine if there are any hazards or off-limit areas that need to be identified. Each day a HIYC liaison will ensure that the electricity in the dock area will be turned off during camp hours. All staff associated with the Sailing Program should know where any hazards are located.

Hazards

- *Lifejackets must be worn while on dock*
- *Awareness of water quality*
- *Avoidance of boats launching*
- *Avoidance of boats anchored in mooring field*
- *Awareness of channels and high speed boaters*
- *Awareness of electrical current on docks*

Off-limit Areas

- *Interior of Harbor Island Yacht Club unless permission is granted*
- *Vanderbilt equipment areas*

Limited Access Area (with instructor or with permission)

- *Docks*
- *Boat and equipment storage areas*
- *Restrooms*
- *Parking lot areas*

Unlimited Access

- *Deck classroom area*
- *Designated lawn areas*

8 RECORDKEEPING GUIDELINES

Instructors and administrators have a responsibility to keep accurate records. Junior Sailing Programs may make use of the following forms/records.

1. ClubSpot Registration:
 - Medical INFO – must follow HIPPA guidelines
 - Emergency Contact Information
 - Permission Slips/Waivers
 - Participation Agreements
 - Registration Forms
2. Attendance Records
3. Lesson Plans & Course Syllabus
4. Class/Program Schedules
5. Student Rosters
6. Certification/Awards
7. Accident Report Forms (Medical & Equipment)
8. Staff Responsibilities
9. Staff Discipline Actions
10. Time Sheets
11. Mailing Lists
12. Publicity & Marketing Materials

9 LOGS

Lead instructors should keep a daily log of happenings including: Lesson/Run Plans, attendance (both children and instructors), damage/breakdown to boats, first aid kits, injuries, and daily discipline issues.

10 INJURY

Procedures are in place to deal with injuries. Staff members are trained to react to different situations and know who to contact. A Medical Form Waiver for every student and staff member is kept on file in the ClubSpot Database under event registration with appropriate emergency phone numbers.

Staff members that are certified in First Aid and CPR (cardiopulmonary resuscitation) are able to administer care for minor cuts and bruises. All US Sailing Certified Instructors hold current CPR and First Aid certifications.

If the injury is serious, emergency responders will be contacted and the individual may be brought to the local emergency department. A staff member will accompany the student. Emergency numbers are posted. Student Medical Information is available in the registration system.

Any injury to a sailor or instructor will be reported in writing on the appropriate **Accident/Incident Report Form**. The form will be completed by the instructor involved in the incident and the Program Director. Copies will be filed with NSF on the day of the occurrence. The **Accident/Incident Report** will establish the facts as they occurred and the actions taken by the staff while dealing with the accident. Procedures for reporting any accident, minor or major, are strictly enforced.

Depending upon the severity of the accident or incident, the club's **Emergency Action/Response Plan** may be activated.

11 EQUIPMENT CHECK & MAINTENANCE:

A daily check of all equipment and procedures is in place to fix anything that is broken. Equipment such as club-owned boats and safety boats will be checked in the mornings, and again at the end of the day. If a boat is determined to be unsafe, notify the Maintenance Director and immediately take out of service. If a piece of equipment is broken, it will be immediately repaired, and a maintenance log will be maintained.

12 SWIM CHECK GUIDELINES:

All students, regardless of age or number of years in a program, are required to take a swim check on the first day of class. The purpose of the swim check is for students to become accustomed to being in the water with their life jackets on and for instructors to get an idea of the individual's swimming ability.

The below guidelines are used by US Sailing for the Swim Check of Small Boat Level I instructors. A similar check is suitable for most sailors 8 years or older. *Students that are not strong swimmers may be allowed to keep their life jackets on for the whole test.*

- Students should be in sailing clothes, including shoes (but not dry/wet suits).
- All lifejackets must be U.S. Coast Guard approved.
- At most, only three students at a time should do the swim check.
- A Certified Instructor should be in the water with the students.
- Test should be conducted in the body of water where students will be sailing (not a pool), if possible.

Swim Check Steps:

1. Sailors put on life jackets to check fit.
2. Sailors jump into water with life jackets on and float (*the purpose is to learn to trust their life jacket*).
3. When comfortable, sailors should take life jackets off and put on the dock.
4. Sailors tread water for 2 minutes.
5. Sailors swim 50 yards.
6. Sailors put life jackets back on.
7. Sailors swim 20 yards in life jackets.

13 LIFE JACKETS

Personal flotation devices (PFD's or life jackets) must be worn and properly fashioned at all times when students and instructors are on the docks, piers, in a boat, or near the water. PFD's must be U.S. Coast Guard approved and must be properly fitted to an individual's size and weight. PFD's must be worn by students and staff when participating in any activity that takes a person into a boat or onto a dock, ramp, sea wall or launch area adjacent to or leading to water.

The PFD needs to be properly identified with the owner's name and should be inspected regularly to ensure that it is in good functioning condition (no missing straps, torn zippers, exposed or waterlogged

flotation). It is recommended that a whistle on a lanyard be attached to the PFD. If a PFD is in unsafe condition, it must be discarded and replaced immediately.

14 FOOTWEAR

Shoes are required at all times and must cover the toes and encircle the feet. Shoes may be boat shoes, dinghy boots, water shoes, or regular sneakers that can get wet. This requirement applies to land activities as well as on-the-water time, and applies to students, instructors, and program administrations. Shoes should not have black soles. Open-toe shoes are not recommended for junior sailing programs.

15 EYE AND SKIN PROTECTION

Students should have and wear adequate sunblock, a hat, and sunglasses. Students are responsible for having and applying their own sunblock. Sailors should also bring a water bottle and drink adequate water to prevent dehydration. Coaches and instructors will monitor for signs of dehydration.

16 STUDENTS MISSING CLASS

When possible, parents or sailors should notify the club about missing classes, late arrivals, early dismissals, and vacations. Instructors should follow up if a child/student does not show up for class.

17 VHF RADIOS AND CELL PHONES

A VHF radio system for communication is an integral part of the sailing program. Radios provide a means of communication between the safety boats and a link to the land base. The procedures for proper use will be reviewed with the staff each season. Every instructor will have access to a VHF built into their safety boat or will carry a portable VHF marine radio. Instructors will maintain contact with the land/club and the Head Instructor.

Each class on the water should have one working cell phone stored in an appropriate waterproof case. Cell phone use should be for emergencies only and should not distract the instructor from his/her job of running and monitoring their class.

18 PARENT ORIENTATION

Prior to the start of the program, the junior sailing program will provide parents with an email document to explain the details of the program. Items covered will include:

- Attendance policies
- Student drop-off and pick-ups
- Planning of the program
- Social events at end of program
- Rules and expected behavior
- Disciplinary code
- Who to contact if a problem arises
- Items to bring to class

19 INCLEMENT WEATHER:

The Director has the final say on sailing when weather is in question. Each coach evaluates the weather using Radar and wind station apps such as WeatherBug and Windfinder. Visual inspection of the current conditions are also considered. Coaches and Director discuss all conditions before making the final decision to sail or not sail and the most practical sailing areas for the conditions..

General Wind Guidelines:

- Summer Sailors will generally not sail in conditions over 10-12 knots

In the event of surprise weather or lightening, the Director keeps watch of the weather throughout practice times and will call in the fleet if lightening is shown within a 10 mile radius (depending on the speed of the storm, etc, they may be called in earlier). No sailing will be done if there is lightening within a 10 mile radius at any given time.

OTHER WEATHER CONDITIONS: EXTREME HEAT OR EXTREME COLD OR ENVIRONMENTAL HEALTH.

Heat – HIYC provides water continuously on and off the water with large refillable water jugs. Precautions are taken to ensure each sailor always wears protective clothing and sunscreen. Instructors are trained to recognize signs of heat exhaustion or heat stroke.

Cold – extreme cold temperatures are rare in TN summer, but hypothermia can still occur if a sailor is wet for a long period of time without the proper gear. Instructors are trained to notice the symptoms of hypothermia. Parents are sent notification if it is known that temperatures will be low, and asked to provide the proper equipment.

20 SAILOR SUPERVISION

The HIYC Sailing Program is not equipped to supervise or handle students before or after class times. Children are to be dropped off and picked up on time. Due to instructor to student ratios and safety standards, students will not be allowed to bring a friend to class except for pre-planned special events.

All students are assigned to an instructor. The student's daily as well as overall progress will also be monitored by the Director and Coaches. Any questions regarding a student's progress should be directed to their instructor or the Director.

21 EMERGENCY ACTION/RESPONSE PLAN

All Sailing Programs should have a documented Emergency Action/Response Plan. While every club and sailing organization is unique, there are many common elements that all emergency plans can share. For example:

Determine, Declare and Map Location Specific Information:

- Physical address of club – NOTE – HIYC does NOT have a postal address! Physical description / address must be used. Also, please provide gate code to emergency responders.
- Physical addresses of appropriate alternative locations that may be used depending on factors such as the tide, weather, or location of emergency
- Map that visually shows emergency locations, addresses, and contact numbers

Determine and Declare Communication Information:

- Primary emergency phone number and VHF channel for contacting the club or facility

- Primary phone number for the program director and/or waterfront director
- Non-911 numbers for additional first responders (e.g. local harbormaster's cell phone)

Define Instructor Requirements:

- Instructors to understand and practice the emergency procedure plan
- Coach boats to have both a working cell phone and a VHF
- Coach boats to carry a standard first aid kit
- Instructors to be First Aid and CPR certified
- Request a copy of host facility's emergency procedures (e.g. at off-site regattas)

Review & Practice the Plan:

- Review the plan annually with key personnel
- Meet with local first responders each season; ensure they know where you are located and how to get to your primary and alternative locations
- Practice the plan with all instructors prior to the start of the season

Outline the Emergency Procedure Plan: *Customize for your club or sailing organization.*

- Coach closest to an injured sailor proceeds to scene to render assistance.
- Coach communicates to other coaches while in route.
- Other coaches prepare to call for shore-side assistance.
- If alone on the water, direct an available sailor to board the safety boat and call 911, while coach continues to render assistance.
- Person placing call to 911 informs the first responder of exact physical meeting location.
- Contact Sailing Office and inform them of incoming emergency personnel.
- Using techniques appropriate to the injury, if possible and safe, coach to bring injured sailor aboard the safety boat and transport to meeting location.
- Coach to debrief incident with Sailing or Program Director as soon as possible.

The HIYC Plan can be found in the Appendix

22 GENERAL JUNIOR PROGRAM SAFETY RULES

The following are general safety rules that are to be followed by everyone in the Sailing Program. These rules should be posted prominently in the Junior Sailing area. Junior Sailors will be asked to sign a copy of the rules and discipline policy, prior to the start of the program

1. No students on docks without supervision and a life jacket
2. Life jackets must be worn and secured at all times on docks, piers, boats, or in the water (by students, instructors, and coaches)
3. Closed-toe footwear to be worn at all times
4. No swimming (except with the permission of the instructors)
5. No jumping off boats (except with the permission of the instructors)
6. Respect one another – no hitting, pushing, roughhousing
7. Use respectful language – no swearing, foul, or rude language
8. No littering on land or water
9. Stay with the class unless you have permission from an instructor to leave
10. All sailors must make an effort to sail out and return to docks together or with a buddy
11. Prior to drills, all boats must stay within hailing distance of the safety/coach boat
12. All coach boats and junior sailboats must return to the dock prior to sunset
13. No destruction of club or private property
14. No smoking/vaping, drugs or alcohol to be carried on campus
15. No playing on or near ramps and hoists

16. Watch fingers and feet between boats, docks, and moving parts
17. Club owned boats must be properly returned and put away after use
18. Sailors must make every effort to avoid collisions

23 DISCIPLINE POLICY

The rules and discipline policy apply to all children and staff involved in the junior programs. Violations include, but are not limited to, breaking program rules, breaking club rules, inappropriate language, destruction of property, physical/verbal abuse of another student or instructor, and bullying.

The discipline policy maintains that each sailor will have three chances to correct any violations. Under no circumstances will an instructor leave the water for a discipline problem and leave the rest of the class on the water unsupervised.

First Strike: The student will be warned by a senior level instructor. The strike will be recorded on the student's file and the Director will be notified.

Second Strike: The student will be warned by a senior level instructor. The student may be asked to sit out for the rest of the class/day. Parent/guardian will be informed and asked to meet with the Waterfront Coordinator to discuss the first and second transgressions and to make a plan to avoid any future misbehavior. The strike and meeting notes will be documented in the student's file.

Third Strike: The student will be asked to sit out for the rest of the day or for the rest of the week. Parent/guardian will be informed and asked to meet with the Waterfront Coordinator. Commodore will also be informed. The strike will be documented in the student's file.

Continued Abuse: Continued abuse of the rules by a student participant will result in expulsion from the program. Parent/guardian and the Commodore will be informed. The strike will be documented in the student's file. No fee will be refunded.

PRE/POST TRIP CHECKLIST* FOR POWERBOATS

**Checklist provided by and used with permission from US Powerboating.*

Pre-trip Checklist

- Weather forecast
- Tide and current predictions
- Float Plan/Sign-out - <http://www.floatplancentral.org/download/USCGFloatPlan.pdf>
- USCG Required Gear
 - State Registration Sticker & Numbers
 - USCG Approved PFD's – worn by each person aboard
 - Visual Distress Signals in a case – Flares (3), Flag, Whistle
 - Fire Extinguisher Type B-1
 - Anchor with 150' - 300' of line
 - Throwable Type IV - Personal Floatation
 - Device with buoyant heaving line attached
 - VHF Radio
 - First Aid Kit
- Optional Equipment
 - Manual Bilge Pump and/or Bucket
 - Tool Kit
 - Water Resistant Flashlight
 - Paddle/Oar
 - Boat Hook
- Fuel: Appropriate amount, secure fuel line connections, vent open, bulb primed
- Drain plugs in
- Pump-out bilge
- Check propeller and lower unit for dings
- Battery connections
- Lower engine
- Check engine oil – if low fill to appropriate level, report it immediately
- Click in safety lanyard (if provided)
- Insert key into ignition, turn slightly, wait for beep and turn completely until engine starts
- Check water discharge from indicator nozzle – if no water stream, turn off engine immediately
- Allow engine to warm up for 1-2 minutes
- Arrange passengers, gear and other weight in boat appropriately
- Remove dock lines and fenders, secure them neatly in boat

Post-trip Checklist

- Place fenders, secure to dock
- Turn off engine
- Raise engine, check propeller and lower unit for any damage
- Drain plugs in/out
- Close fuel vent
- Remove safety lanyard (if equipped) and key
- Clean boat, including removing gear, garbage, and empty gas cans
- Report any problems or damage immediately
- Return key and gear

SUGGESTED JUNIOR SAILING MEDICAL SAFETY KIT

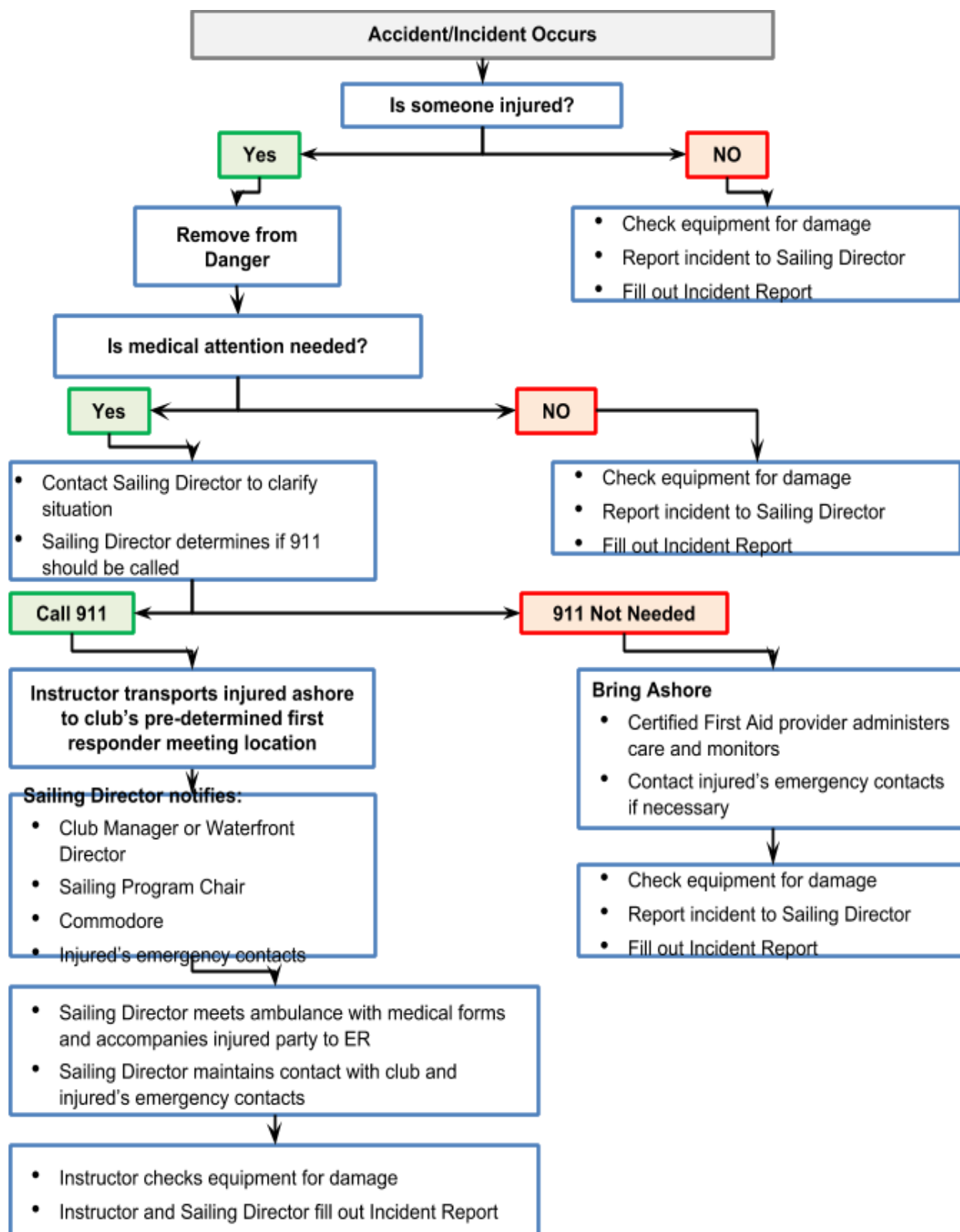
Each instructor and safety boat should have a medical safety kit. At the end of the day, the medical safety kits should be removed from the boats. If any of the kit's contents have been used, it is the responsibility of the instructor to ensure the kit is replenished before the next class. There should always be a spare kit on land. Suggested contents include, based on the ANSI Z308.1 2009 minimum requirements for a Workplace First Aid Kit, are listed below:

Recommended Basic Contents	Size	Minimum Quantities
Absorbent compress	32 sq. in.	1
Adhesive bandages	1 in. x 3 in.	16
Adhesive tape	3/8 in. x 2.5 yd. total	1
Antibiotic treatment	0.14 fl. Oz. (0.9 g)	6
Antiseptic	0.14 fl. Oz. (0.5 g)	10
Burn treatment	1/32 oz. (0.9 g)	6
First-aid guide	1	1
Medical exam gloves	One Size	2 pairs
Sterile pads	3 in. x 3 in.	4
Triangular bandage	40 in. x 40 in. x 56 in.	1

Optional items and sizes may be added to the Basic Contents listed above to augment a first-aid kit, based on the specific hazards existing in a particular environment. OSHA recommends the need for an automated external defibrillator (AED) also be considered.

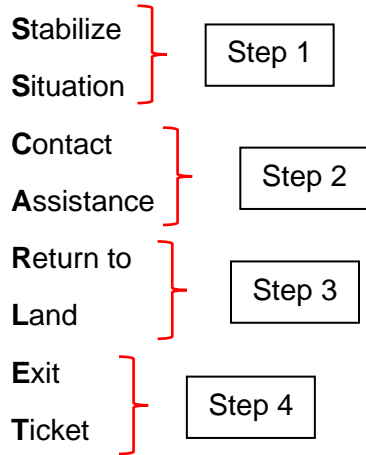
- Accident/Emergency Flow Chart
- Air Horn
- Alcohol Wipes
- Analgesic (should contain no ingredients that are known to cause drowsiness)
- Bandage compresses in sizes: 2 in. x 2 in., 3 in. x 3 in., or 4 in. x 4 in.
- Breathing barrier for cardiopulmonary resuscitation (CPR)
- Burn dressings at least 12 sq. in
- Cold pack(s) at least 4 x 5 in.
- Epi-Pen
- Eye coverings
- Eye/skin wash
- Flare
- Flashlight
- Hand sanitizer with a minimum of 61 percent ethyl alcohol
- Knife with serrated edge
- Roller bandage(s) at least 2 in. wide by at least 4 yds.
- Scissors
- Steri-Strips
- Tweezers
- Water
- Whistle

EMERGENCY PROCEDURE PLAN – SHORT

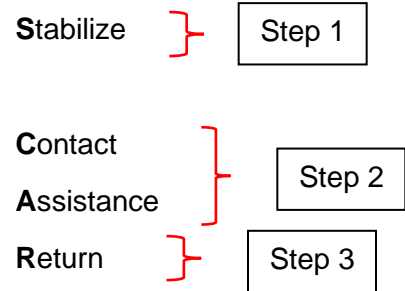


EMERGENCY PLAN – HIYC SPECIFIC

Full Plan Overview



On The Water Cheat Sheet



STEP 1: Stabilize the Situation

- Assess Emergency:
 - Minor (Non-Life Threatening) Injury/Health Emergency
 - Major (Immediately Life Threatening) Injury/Health Emergency
 - Weather Emergency
 - Boat Emergency
- Assess Location:



- Control Situation:
 - Send other sailors to/Call over to another coach for assistance
 - Find safe anchorage or a protected spot to provide aid or wait out weather or stay clear of boat traffic

- Monitor and Adjust
 - If the situation is still dangerous, you cannot provide proper aid
- Begin Providing Initial Aid
 - Check on Sailor/Conditions/Vessel
 - Visual
 - Auditory
 - Hands-On Aid

STEP 2: Contact Assistance for Additional Aid

- Minor (Non-Life Threatening) Injury/Health Emergency
 - Once you have begun providing aid...
 1. Call/Radio Program Director
 - a. Ch67 or 859-433-9623
 2. Meet at HIYC Docks
 3. Radio other coaches if you need someone to watch your class while you put on a bandaid/check a bumped head/help right a boat/etc.
- Major (Life Threatening) Injury/Health Emergency
 - Once you have controlled the scene...
 1. **FIRST Text** Director or Assistant Director
 - a. This tells which emergency meeting point you will be meeting at and that there is a major emergency on the way in
 2. **SECOND Call** 911 and they will provide over the phone assistance as you bring in the emergency to shore at the pre-designated location
 - a. Once you call 911, they will NOT let you hang up the phone
 - b. Director will begin calling/radioing/checking in with other coaches on the water to make sure you have the assistance you need to get in quickly and so that she has some idea on what is coming in to shore
- Weather Emergency
 - Once you have control of the situation...
 1. Call Director to inform her if all the sailors & coaches in your group are accounted for and what your current location is
 - a. Determine if need to enact rescue grids & contact for outside support if someone is missing
 2. Coordinate with other coaches to begin transporting sailors/boats/coaches to shore
 - a. ANY Beach/Dock/Park/etc; any port in a storm
 - i. Lives come first. Boats come second.
 3. If this emergency takes severe turn and becomes a major or immediate life-threatening situation:
 - a. **First** Text Director and a quick idea on your location
 - b. **Second** Call 911 for aid
 - i. They will NOT let you hang up once you're on the line with them.
- Boat Emergency
 - Once you have assessed (severity) and controlled the situation (stopped the boat and anchored it in location so help can find you) and your sailors (they know to stay on a course, nearby, faraway, etc as the situation demands), act based on the severity:
 - 1 – Motor Stalled/Out of Gas/Minor Breakdown
 - Call/Radio Director
 - Coordinate with other Coaches to have someone come tow you in and bring your class with you.
 - 2 – Boat Fire/Motor Fire/Explosion

- **FIRST** Text Director - FIRE [location]
 - Director will coordinate other coaches to your location to get sailors away from the fire.
- **SECOND** Call 911
 - Follow their directions. They will not let you off the line and they will need to know the boat's exact location.

STEP 3: Return to Land

1. **THIRD Arrive** on shore and expect to be met by Director, Board Members, EMS, and potentially news media as the situation warrants
 - a. Minor (Non-Life Threatening) Health/Injury Emergency
 - i. Make sure Director or a designated Coach receives the injured person on shore to provide further care. Proceed to either:
 1. Return to your class if they are being sent home.
 2. Wait to transport them back out to the water.
 - b. Major (Life-Threatening) Health/Injury Emergency
 - i. **Focus on continuing care until Director/EMS gives you the all clear and takes over care.**
 - c. Weather Emergency
 - i. Make sure all sailors are accounted for and needs are met to fight off shock/dehydration/hypothermia/heat exhaustion/etc.
 - ii. If needed coordinate with Search and Rescue, the USCG, local Marine Police, or others as the situation may warrant.
 - d. Boat Emergency
 - i. Depending on the level of severity of the emergency:
 1. Dock the boat safely, move into shore activities with the sailors or refill the gas tank or do dockside demos
 2. Check in with EMS for smoke inhalation or other possible injuries as needed. Make sure to account for all sailors safe return.
2. Director will handle coordinating with on shore aid to make your docking, transfer, and chain of care
 - a. Only the Director or Board member will handle any media inquiries
3. Work with the Director for Sailor Emergency Contact List to reach the correct parents/guardians/authorities

STEP 4: Exit Ticket

1. Fill out an Incident Report Form with Director and report on any procedure changes that need to occur to increase safety moving forward.
 - a. Be honest
 - b. Be smart
 - c. Be decisive

Remember in an emergency, breathe and assess the situation to make the best decision. Use your training and certifications to make informed choices. Act.



HIYC Sailing Camp Safety Card

1330 Tarpon Center Drive, Venice, FL 34285

Director: 859-433-9623

Emergency or Life Threatening Injury - Steps

1. **Render assistance**
2. **Make contact with coaches or program staff for assistance**
3. **Call for Help & Emergency Medical Attention:**
 - o 9-1-1
 - o **Local Marine Patrol – USCG Old Hickory: VHF#16,**
Tel: 615-822-4846 or 615-847-2395
4. **Monitor and administer first-aid**
5. **Send someone to meet/direct Emergency vehicles**
6. **Transfer injured to care of Emergency Team**
7. **Debrief and inform key people:** Lead Instructor, Director, Board Chair, Parent/Guardian
8. **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 person ashore** (to HIYC dock)
- **Age/gender/number of injured people**
- **Type of injury/situation**
- **Your name and call back number**

Emergency Response Pick-Up Locations:

Name	Description	Address	Lat/Long
Harbor Island Yacht Club	Main Parking Lot by ramp	300 Harbor Dr, Old Hickory, TN 37138	36.2550° N, 86.5663° W
Organization's Numbers			
HIYC Main Number (Director Kelley Severns): 859-433-9623, VHF#67 (non emergency) In an emergency, use VHF #16		Nashville Sailing Foundation Chair: <ul style="list-style-type: none"> • Marc Fortune - 615-260-7405 Saundersville Rd Fire station - (615) 444-8799	

Date of most recent revision: 05/11/2021

GENERAL: TEN 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. **Listen to your insurance agent and lawyer**, but don't sound like one.
7. **Respect the public's need to know**, while also respecting victims' privacy.
8. **Be accurate**. Say nothing unless you know it to be true.
9. **Take ritual seriously**. Honor rescuers; consult clergy, psychologists and other specialists.
10. **Respect PTSD**. Grief counseling is extremely valuable.

The "10 Crisis Steps" were developed by US Sailing as a general guideline for how to respond in the aftermath of a crisis or emergency situation.

RELEVANT SAFETY LINKS

<http://www.ussailing.org/safety/>

http://www.ussailing.org/wp-content/uploads/DARoot/Offshore/SAS%20Studies/Dinghy-Entrapment-Report_Final.pdf

<https://safesport.org/education-outreach/index>

<https://training.teamusa.org/>

<https://www.uscg.mil/hq/cg5/cg534/MassRescueOps/MRO-GoodSamaritanAlaskaGuide.pdf>

<http://www.atlanticmaritimeacademy.com/images/Seamanship-good-samaritan.pdf>

Good Samaritan (extensive)

<https://www.blankrome.com/index.cfm?contentID=37&itemID=2351>



HIYC SAIL CAMP ACCIDENT REPORT

Injured Person's Name:	Date of Report:
Age of Injured:	Date of Accident:
Parent/Guardian Name:	Time of Accident:
Contact#:	Location of Accident:

In what class did accident occur? _____

In what activity was person participating when accident occurred?

What piece of equipment, if any, was involved in accident?

Was there supervision at time of accident? _____ Yes _____ No

By Whom? _____

What part of body was injured? _____

What type of injury (e.g. bruise, laceration) was sustained?

Physician's diagnosis _____

Exactly how did accident occur? Describe what happened

What was cause of accident?

_____ Participating in an unsafe act _____ Defective facilities or equipment

_____ Personal factors (overaggressive, nervous, shy) _____ Lack of knowledge or skill

_____ Other – please specify: _____

Was first aid administered? ____ Yes ____ No By whom? _____

Was injured party referred to medical assistance? ____ Yes ____ No

Did injured party need help in going to medical assistance? __ Yes __ No

Name of person who accompanied injured person to medical assistance:

How could this accident been prevented?

Names, addresses, and telephone numbers of witnesses:

1. _____

2. _____

3. _____

Corrective measures _____

Date person returned to program _____

Restrictions on activities _____

Report prepared by _____ Date _____

Signature _____

Draw diagram if a collision was involved. List weather conditions, water conditions, boat and equipment particulars.



BEHAVIOR INCIDENT REPORT

Date: _____

Time: _____

Location: _____

Persons Involved: _____

Was Director Involved? Yes _____ No _____

Was Additional support (parent call, police, social worker) needed?

Yes _____ No _____

Other Persons Present? Yes _____ No _____ Name(s)

Description of Incident:

Actions Taken:

Strike 1, 2 or 3? _____

Signed and Dated: _____



EQUIPMENT REPAIR REPORT

BOAT TYPE _____

BOAT NAME/HULL _____

DATE/TIME _____

Boat Part	Broken?	Missing?	Remarks

REMARKS ON INCIDENT _____

STAFF NAME: _____

ACTION NEEDED: _____

REPAIR COMPLETED

(Date/Remarks): _____