



**SHELBURNE HARBOUR YACHT CLUB**

**EMERGENCY ACTION PLAN (EAP)**

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# Shelburne Harbour Yacht Club

## Emergency Action Plan Considerations

### Contents

<b>Subject</b>	<b>Page</b>
Introduction – Dealing with a major incident	3
Essential Preparation	3
EAP Decision-making Process	4
<b>Emergency Action Plan</b>	<b>5</b>
<b>Contact Information</b>	<b>5</b>
<b>Location for Bringing a Casualty Ashore</b>	<b>7</b>
<b>Emergency Action Duties</b>	<b>8-11</b>
Dealing with the Media	12
Annex A – Student Emergency Contact Information	13
Annex B – Example Crew List	14
Annex C – Daily Safety Checks	15
Accident Report Form	17

# Introduction

## Dealing with a Major Incident

There is always the possibility the Yacht Club and/or Academy could experience the nightmare scenario of a major incident while conducting normal operations, especially on the water. Thankfully, events such as these are a rarity at Sail NS/Sail Canada schools; however, if we are ever unfortunate enough to be involved in one, we need to know how to handle the unfolding events.

The initial priority for the first responder is, of course, to ensure the safety of all personnel involved. However, as soon as an emergency occurs, it is essential that a decision is made promptly whether or not to activate the EAP. The decision making process is described on Page 4. If there is no doubt in your mind that a serious or life threatening incident has occurred, skip the decision making process and pass to the EAP section.

*The detailed actions required by the EAP are described starting on Page 8.*

## Essential Preparation

The Club and the Academy should ensure that the necessary contact information, required in the opening section of the EAP, is kept up to date. Critically, it must be updated before the start of the sailing season.

From the Academy's perspective, it is essential that the immediate contact details (ideally a cell phone #) of each student's next of kin or contact person are registered before the start of each course. An example form is at Annex A.

The EAP is equally applicable to those participating in other on-the-water activities. It is recommended that SHYC adopts a policy whereby skippers participating in the Keel Boat Racing Series notify the Race Committee of their crew list and NOK details. These should be updated on a race by race basis if necessary. A sample is shown at Annex B.

*The SHYC chase boat should be on the water or on rapid-response standby (with nominated crew) in the marina for all Academy on-the-water activities and keel boat races. In addition, at the start of every school day, the Senior Instructor is responsible for ensuring the chase boat checks are completed as described at Annex C.*

The Academy and instructors (and SHYC) should ensure compliance with the Sail Canada/Sail NS safety policies as per the Sail NS Safety manual

## Decision-making Process for EAP Activation

### Step 1: Control the environment so that no further harm occurs

- Stop all participants
- Protect yourself if you suspect bleeding (Gloves)
- If outdoors, shelter the injured participant from the element and from any traffic

### Step 2: Do a first assessment of the situation

- If participant is not breathing
- Is bleeding profusely
- Has impaired level of consciousness
- Has suspected back, neck or head injuries
- Has a visible major trauma to a limb
- Cannot move his/her arms or legs or has lost feeling in them

If participant does not show the signs above, proceed to step 3




**Activate  
EAP!**

### Step 3: Do a second assessment of the situation

- Gather facts by asking the injured participant as well as anyone who witnessed the incident
- Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical
- If possible, have the participant move himself/herself to safe area/shelter.

### Step 4: Assess the injury

- Have someone with first aid training complete an assessment of the injury and decide how to proceed.
- If the person trained in First Aid is not sure of the severity of the injury or there is no one available who has first aid training activate EAP
- If assessor is sure the injury is minor, proceed to step 5



**Activate  
EAP?**

### Step 5: Control return to activity/Sailing

Allow a participant to return to activity after a minor injury **only if there is no:**

- Swelling
- Deformity
- Continued bleeding
- Reduced range of motion
- Pain using the injured part

### Step 6: Record the injury on an accident report form and inform the parents

# Shelburne Harbour Yacht Club

## Emergency Action Plan

The following Plan prescribes actions to be taken in the event of a serious incident for which the activation of the EAP is deemed necessary. The major duty is to be performed by the senior First Responder at the scene of the incident. In addition, the senior person ashore will become the Incident Commander and coordinate events from the clubhouse office or suitable location. Tertiary roles nominated by the Incident Commander are: Emergency Services Liaison, Runner and Club Controller. The final Follow Up phase will be conducted by the Incident Commander, Commodore and/or the Academy Director.

### Contact Information

<b>Emergency phone number for all emergencies</b>	<b>911</b>
<b>Canadian Coast Guard (Halifax JRCC)</b>	<b>(902) 427-8200</b>
<b>Distress VHF – use correct radio procedure and declare if necessary:</b>  <b>MAYDAY x 3 (life in imminent danger)</b> <b>PAN-PAN x 3 (urgent assistance req'd)</b>	<b>Channel 16</b>

SHYC	Name	Home #	Cell#
<b>Commodore</b>	<b>Susan Stewart</b>		<b>902 875-6653</b>
<b>Vice Commodore</b>	<b>Linda McNicol</b>		<b>902 637-1584</b>
<b>Rear Commodore</b>	<b>Ken Taylor</b>		<b>902 319-0034</b>
<b>Manager</b>	<b>Lori Harris</b>		<b>902 874-0598</b>
<b>Sailing Academy</b>			
<b>Academy Director</b>	<b>Ed Trevors</b>		<b>902 874-2988</b>
<b>Senior Coach</b>			
<b>Coach</b>			
<b>Senior Instructor</b>			

## **Location of FIRST AID KITS**

SHYC Office  
Sailing Academy HQ

## **Emergency Muster Area**

SHYC Office

## **Address & phone number of Facility:**

**Shelburne Harbour Yacht Club**  
PO Box 1437, 107 Water St, Shelburne, Nova Scotia, B0T 1W0, Canada  
Phone: (902) 875-4757, Fax: (902) 875-2280  
Email: manager.shyc.ns@gmail.com

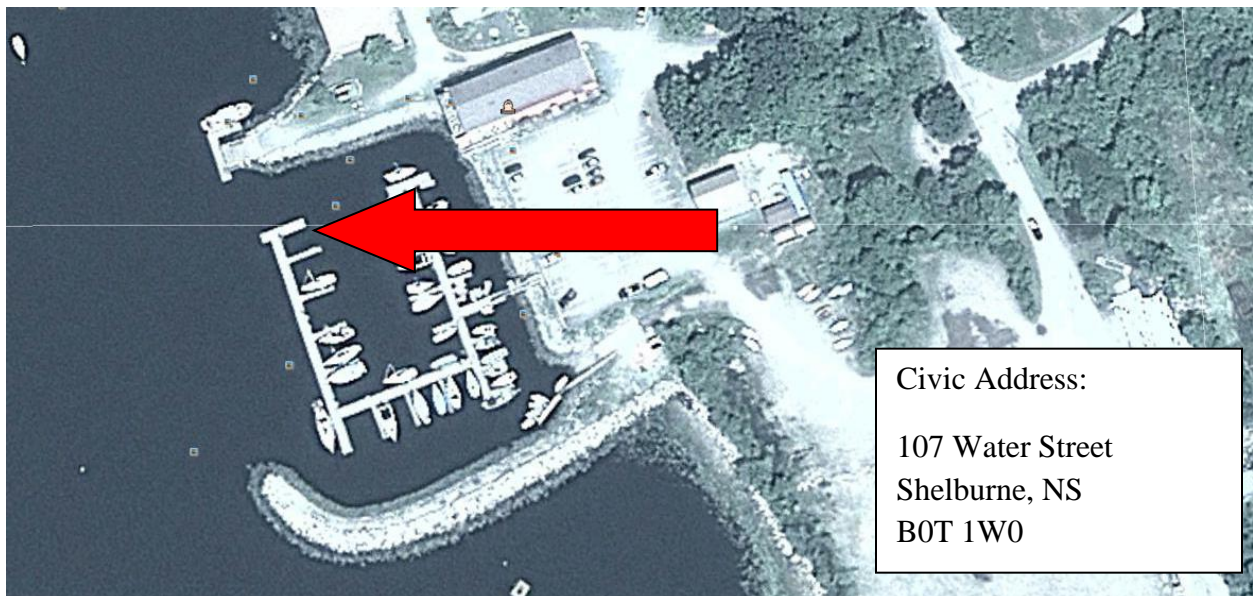
## **Nearest Hospital:**

**Roseway Hospital**  
1606 Lake Road  
Shelburne  
Phone: (902) 875-3011

## LOCATIONS FOR BRINGING A CASUALTY ASHORE

*Currently, the preferred option for bringing a casualty ashore is the is the facedock of the marina (see Figure 1). At this location, there is a low dock suitable for handing over the casualty to the care of EHS.*

*Keel boat racing can take place at the southern extrmities of the harbour; therefore, it is essential the chase boat is ready to respond rapidly to any emergency. Rapid handover of any serious casualty to EHS must be completed as expeditiously as possible.*



Civic Address:

107 Water Street  
Shelburne, NS  
B0T 1W0

**Figure 1: Preferred Dock Option – SHYC Marina**

## Emergency Action Duties


**First Responder (on water or ashore) - could be a member of the casualty's crew, the LTS Coach-Instructor, Chase Boat Crew or First-Aid qualified person ashore.**

- If on the water, summon assistance from chase boat and/or SHYC on **Ch 16**.
- Report all details to SHYC Incident Commander on **Ch 16**
- Attempt to return casualty and fellow crewman (if applicable) safely to shore.
- If or once ashore: Clear the risk of further harm to injured person by securing the area and shelter the injured person from elements.
- Protect yourself (where possible, wear gloves if he/she is in contact with body fluids such as blood).
- Assess ABCs (Check that the airway is clear, that breathing is present, assess skin color, and that there is no severe bleeding).
- Take remedial FIRST AID action as required.
- Wait by injured person until EHS arrives and injured person is transported.
- Assist Incident Commander to fill in accident report form.



**Incident Commander – Commodore, LTS Director, Manager, Senior LTS Instructor.**

**Callsign: Incident Commander**

- Take charge of the incident
- Initiate 911 Call** if not made by First Responder. (or delegate to Emergency Services Liaison.
- Check 911 Action Box once call is confirmed.** 
- Obtain EAP Grab Bag from Office and don appropriate emergency vest.
- Clear non-essential personnel from Command and Control area.
- Maintain communication with the first responder/chase boat via **CH16** or cellphone (ensure chase boat crew set **CH 16** on their VHF).
- Nominate personnel to other duties as described in the EAP. Nominated personnel should don appropriate emergency vest.
  - Emergency Services Liaison
  - Runner
  - Club Controller
- If applicable, supervise and keep track of all other students (take attendance, delegating as necessary).
- Make notes on the accident (what happened, how, when, signs & symptoms, any changes of signs & symptoms, the first aid treatment) for medical authorities, and for the accident report.
- Initiate informing Next of Kin.
- Decide who will accompany the casualty to the hospital (medical information required)
- Decide who makes the statements to Outside Parties.
- See information on Page 10 referring to dealings with media.
- Fill in Accident Report Form with assistance of First Responder.

**Duties of Emergency Services Liaison – *Nominated by Incident Commander.***

***Callsign: LIAISON***

- Call appropriate emergency services on 911 as directed by Incident Commander, using landline if possible.**
- Don appropriate emergency vest and take checklist from EAP Grab Bag.
- Provide all necessary information to dispatch (e.g. Facility location **including civic address**, nature of injury, what if any first aid action has been taken).
- Remain in contact with dispatcher until all emergency services arrive on the scene and stay close to Incident Commander to ensure you have up to the minute information.

**Duties of Runner – *Nominated by Incident Commander.***

***Callsign: RUNNER***

- Don appropriate emergency vest and take checklist from EAP Grab Bag.
- Ascertain from Incident Commander location of casualty or where the casualty will be coming ashore.
- In the case of an incident in the vicinity of SHYC,
  - Clear a pathway through the SHYC car park from the entrance to the scene of the incident.
  - Wait at the entrance to the car park and direct the emergency services to the site of the incident.
- Remain with the emergency services and maintain 2-way contact with the Incident Commander via cellphone.

## **Duties of Club Controller – *Nominated by Incident Commander***

### ***Callsign: CLUB CONTROLLER***

- Don appropriate emergency vest and take checklist from EAP Grab Bag.
- Shield the Incident Commander and other duty personnel from unwanted distractions.
- Seek assistance of RCMP if necessary.
- Ensure press reporters are denied access to the club until cleared otherwise by the Incident Commander. Do not pass any sensitive details regarding the incident or the identity of the casualty to the press.
- Take care of Next of Kin/family members of casualty in a sensitive manner until Incident Commander is able to talk to them.

## **Follow up: Commodore and/or SSA Director**

After an emergency or accident, make sure that:

- The accident report was completed and filed where it can be located for future reference after the accident.
- The First Aid Kits are restocked as necessary.
- Critical Incident Stress - In some cases involving serious injury, those involved may require professional assistance to deal with the stress resulting from the incident. Reaction to stress may be delayed. Ensure that your procedure includes a method for obtaining confidential professional help.
- Advise Sail NS, your Insurance Company and Club lawyer immediately.

## Dealing with the Media

1. Get a statement from competent witnesses;
2. Remove the instructor and key witnesses from the centre to somewhere you can talk to them away from the media;
3. Produce a written statement for the media, such as:

*“sailing club/ school regrets to announce the death/Injury of a (Youth/Adult) during a LTS program who (What happened) , (When and where.) Our deepest sympathy to the relatives etc. A full statement will be issued at (TBD) tomorrow” (give yourself time to collate the information).*

### Points to Consider:

- a. Don't hold a press conference, but decide who will speak to the media.
- b. Don't allow well-meaning but ill-informed staff to make public comments.
- c. Try to keep a record of whom you have spoken to and who has contacted you etc.
- d. Inform the NSYA Office (902 425 5450) who can assist with compiling your statement to the media.
- e. If the rescue services such as CCG inshore Rescue or Halifax Police Department or RCMP have been involved, the media will have probably obtained some information from them.
- f. If there has been a fatality the police will contact the centre and inform the next of kin. **Do not publicise the name of the casualty until next of kin notification has been completed, even if the media appear to know who it is.**
- g. Keep any relevant equipment such as lifejackets, logbooks etc, and send a report to Transport Canada Office of Boating Safety as required.

### Student Emergency Contact Information

Student's Name	Age	Home phone number	Known Medical Conditions	In case of emergency	
				Person To contact	Tel Number

**Crewlist – Boat Name.....**

Name	Home phone number	Known Medical Conditions	In case of emergency	
			Person To contact	Tel Number

## Daily Safety Checks

Today's Date: \_\_\_\_\_

Coach Name: \_\_\_\_\_

### Coach Boat:

#### Documents

- Boats licence
- Pleasure Craft Operator Card.
- ROC (M)

#### Boat hull

- Check hull for damage & proper inflation

#### Engine Inspection

- Throttle controls are operating smoothly
- Propeller clear (intact shear pin)
- Oil level (two stroke added directly to the gas, four stroke has separate oil chamber)
- Sufficient Fuel level & Condition of the fuel line
- Condition of the battery cables (if applicable)
- Attachment of a safety chain or lanyard from the engine to the boat (when engine is screwed to the transom with clamps)
- Cooling water discharging (intake is clear)

#### DOT minimum required safety equipment.

- PFD's - 1 /person
- Buoyant Heaving Line
- Re Boarding device
- Paddle or 2 oars
- Anchor & 15 Meter Rode

- Bailer
- Sound signalling device
- Waterproof Flashlight

**Safety Box (CYA):**

- Extra PFD's (2)
- Extra bailers
- Towing Line
- First aid kit (Marine)
- Solar blanket
- Wool Blanket
- Tarp
- Marine VHF Radio /cel phone
- Fire extinguisher
- Red, yellow & Blue flags emergency flags

- **Gear stowed and lashed as low as possible.**

- **Check the weather**

Forecast:

Period	Wind		Seas	POP	Tides	
	Dir	Speed			Time	
AM		Kts	Ft.	%	LW	
PM		Kts	Ft.	%	HW	

- **Sail Plan/ Boat & Crew Accountability System**
- **Medical forms & Medication in first aid kit**
- **Pre sail briefing (Coaches) EAP review**
- **Communication Check with club /shore**



# Accident Report Form

**Date of Report:** \_\_\_\_\_

## Patient Information

Last Name:		First Name:	
Street Address:		City:	
Postal Code:		Phone:	
E-Mail:		Age:	
Sex: <b>M / F</b>	Height:	Weight:	DOB:
Known medical conditions / allergies			

## Incident Information

<b>Date &amp; Time of Incident:</b> ___/___/___ AM/PM dd mm yy hh:mm	<b>Time of first intervention:</b> _____ AM/PM hh:mm	<b>Time of medical support arrival:</b> _____ AM/PM hh:mm
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**Incident Commander's Description of Incident:** (What took place, Where it took place, What are the signs and symptoms of the patient)

**Patient's or Witness' Description Of Incident** (What took place, Where it took place, What are the signs and symptoms of the patient)

### Event & Conditions:

- Location: On water / On Shore ☞ Where: \_\_\_\_\_
- Air Temp:
- Water Temp:
- Wind:
- Sea & swell:
- Sky:
- Skills worked on:
- Other

### Action Taken / Intervention