

**JUNIOR SAIL
SAFETY
MANUAL**

**ST. CROIX YACHT
CLUB**

Latest Update

June 4, 2018

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



TABLE OF CONTENTS

1	JUNIOR SAILING MISSION STATEMENT & SAIL COMMITTEE.....	4
2	SAILING STAFF CERTIFICATIONS:	4
3	RATIOS FOR STUDENTS - INSTRUCTORS - SAFETY BOATS	5
4	SCYC 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	EYE AND SKIN PROTECTION	9
15	STUDENTS MISSING CLASS.....	9
16	VHF RADIOS AND CELL PHONES	9
17	PARENT ORIENTATION.....	9
18	INCLEMENT WEATHER:	9
19	SAILOR SUPERVISION	10
20	EMERGENCY ACTION/RESPONSE PLAN.....	10



21	GENERAL JUNIOR PROGRAM SAFETY RULES	11
22	DISCIPLINE POLICY	11
23	EMERGENCY CONTACTS.....	13
24	FORM AND REFERENCE SECTION.....	14

DISCLAIMERS & CONTRIBUTORS:

Disclaimer:

Although the information and recommendations contained in this publication have been compiled from sources believed to be reliable, St. Croix Yacht Club (SCYC) 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 – SCYC Waterfront Coordinator and Morgan Dale – SCYC Fleet Captain

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 & SAIL COMMITTEE

Mission Statement: The mission of the Junior Sailing Program is to teach children how to sail in a fun and safe environment and to instill 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 Sail Committee consists of the Fleet Captain, the Waterfront Coordinator and the Fleet Committee made up of 4-5 SCYC Board Members. The Sail Committee will work toward:

- 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. 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.

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.

All New Jr. Instructors will be required to volunteer for at least one week before becoming staff.

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.

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 SCYC 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.

For SCYC normal training days, one SB is required, two should be considered when more than 12 boats are on the water depended on experience and conditions. During club events, regattas, etc, 3 SB or more are required.

The 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. The Head Instructor will maintain a log of the fuel replenished daily. 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 on designated hooks in a safe location. Keys will be returned to these hooks 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 Program Director (or Head Instructor) will conduct an in-service orientation and equipment survey of each safety boat prior to the beginning of the summer sailing season, and before each summer session. The orientation and survey will identify the use and specific condition of each safety boat with respect to hull, alarms, batteries, engines, fuel tanks, engines, 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, and a copy of the report will be retained by the instructors involved. Depending upon the severity of the accident or incident, the Head Instructor 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.
- No sailors will be left unattended on the water.
- One boat per class will have a working cell phone.
- Club owned boats will generally not be operated more than 3 miles from the club.
- 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 or Waterfront Director when taking students on a long distance trip/outing by boat.

6 FACILITY & SAFETY ORIENTATION

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

7 WALK AROUND INSPECTION

Prior to the start of the formal program (during prep-week or staff orientation), 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. All staff associated with the Sailing Program should know where these hazards are located.

Hazards

- *Be aware of screw heads sticking up on dock*
- *Avoid boats on moorings*
- *Be aware of the two east side docks – storm damaged and not usable*

Off-limit Areas

- *Office*
- *Storage rooms*
- *Kitchen*
- *Tool Storage*

Limited Access Area

- *Docks*
- *Boat storage area*
- *Sail locker*
- *Restrooms*
- *Beach*

Unlimited Access

- *Classroom area*
- *Designated lawn areas*
- *Designated deck 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. Wild Apricot Registration:
 - Medical Forms – must follow HIPPA guidelines
 - Emergency Contact Information
 - Permission Slips/Waivers
 - Participation Agreements
 - Registration Forms
2. Swim Check Records
3. Attendance Records
4. Lesson Plans & Course Syllabus
5. Class/Program Schedules
6. Student Rosters
7. Certification/Awards
8. Accident Report Forms (Medical & Equipment)
9. Staff Responsibilities
10. Staff Discipline Actions
11. Time Sheets
12. Mailing Lists
13. Publicity & Marketing Forms

9 LOGS

Lead instructors should keep a daily log of happenings including: attendance (both children and instructors), pick up/drop off of children, daily equipment check, damage/breakdown to boats, first aid kits, life jackets, injuries, and daily rules.

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 for every student and staff member is kept on file in the Wild Apricot 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 systemng Office.

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 in the Sailing Office on the day of the occurrence, and a copy of the report will be retained by the instructors involved. 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 after each class, and again at the end of the day. If a boat is determined to be unsafe, it will be immediately taken out of service and fixed before it is returned to service. Any repairs made to the equipment will be entered in a log book. If a piece of equipment is broken, it will be immediately repaired and a maintenance report 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 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.

15 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.

16 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.

17 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:

- Review of how parents can be involved in the program (Parent of the Day, Car Pools, Chaperones, Race Committee, Social Activity Organizers, etc.)
- 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

18 INCLEMENT WEATHER:

The staff will monitor the weather throughout the day and be aware of visual storm signs. On some days, classes will not go out on the water, but sailing classes will still be held. The final decision on whether or not the students sail should be made by the Head Instructor, in consultation with the Program Director, when possible.

Wind speed (or gusts), wave height, and air temperature are critical factors in determining if sailing can take place. The Head Instructor, in conjunction with the instructors, will assess the suitability of sailing. The Head Instructor is the final authority regarding conditions and sailing suitability.

19 SAILOR SUPERVISION

The Junior 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.

All students are assigned to an instructor. The student's daily as well as overall progress will also be monitored by the Waterfront Coordinator and senior staff. Any questions regarding a student's progress should be directed to the Head Instructor or Waterfront Coordinator.

20 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
- 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.

21 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 running
5. No swimming (except with the permission of the instructors)
6. No jumping off boats (except with the permission of the instructors)
7. Respect one another – no hitting, pushing, roughhousing
8. Use respectful language – no swearing, foul, or rude language
9. No littering on land or water
10. Stay with the class unless you have permission from an instructor to leave
11. All sailors must make an effort to sail out and return to docks together or with a buddy
12. Prior to drills, all boats must stay within hailing distance of the safety/coach boat
13. All coach boats and junior sailboats must return to the dock prior to sunset
14. No destruction of club or private property
15. No smoking, drugs or alcohol
16. No playing on or near ramps and hoists
17. No playing with boom, hoist or crane
18. Watch fingers and feet between boats, docks, and moving parts
19. Check for overhead wires in boat storage and launching areas
20. Club owned boats must be properly returned and put away after use
21. Sailors must make every effort to avoid collisions

22 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 Waterfront Coordinator 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.

23 EMERGENCY CONTACTS

SCYC: Emergency Card

5100 Teague Bay, C'sted, St. Croix 00820
Office: 340-773-9531

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:**
 - 9-1-1
 - **Local US Coast Guard: VHF#16, 340-772-5557**
 - **Main Office: VHF #16, 340-773-9531**
4. Monitor and administer first-aid (*AED located on West side of club house*)
5. Send someone to meet/direct Emergency vehicles
6. Transfer injured to care of Emergency Team
7. Debrief and inform key people: Lead Instructor, Commodore, Manager, Fleet Cap, family of injured
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 main club house)
- 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
A	SCYC	Main Entrance Doorway - Club House	5100 Teague Bay	17°45'15.4"N 64°36'07.3"W

Emergency Numbers	Organization's Numbers
911	SCYC Main Number: 340-773-9531, VHF#16
DPNR 340-773-1082	Manager - Brian Cayne: 907-382-3009
National Park Serv: VHF#16, 340-773-1460	Commodore- Karen Stanton: 340-514-7980
Local Coast Guard: VHF#16, 340-772-5557	Fleet Captain- Morgan Dale: 340-513-0768
Cotton Valley Fire: 340-773-9670	Waterfront Coordinator - Kelley Severns: 859-433-9623

Date of most recent revision: 06/2/2018

24 FORM AND REFERENCE SECTION

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

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 CONTACT/COMMUNICATION GUIDE

In the event of an emergency or incident, the below contact procedures should serve as a guide for communication. The **Ten Crisis Steps** developed by US Sailing and the information in this guide on how to develop an **Emergency Action/Response Plan** should also be considered and incorporated into the communication plan.

1. Get Immediate Help to the Scene:

Fire:

- Get people and staff out of the area
- **Call 911**

Injury:

- Assess and clarify the situation
- Provide immediate first aid if appropriate
- **Call 911**
- Disperse onlookers

Other Serious Incident (*Robbery, obnoxious person, collision, stolen property/boat*):

- Call local police

2. Next Call/Contact:

- Parents of Injured Person
- Club Office/General Manager
- Fleet Captain

3. Those Above to Next Contact:

- Additional Flag Officers
- Board of Directors

Accidents, injuries, and incidents MUST be reported in writing as soon as possible after their occurrence to the General Manager or Commodore. Reports should be submitted no later than the day after the shift following the incident.

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>

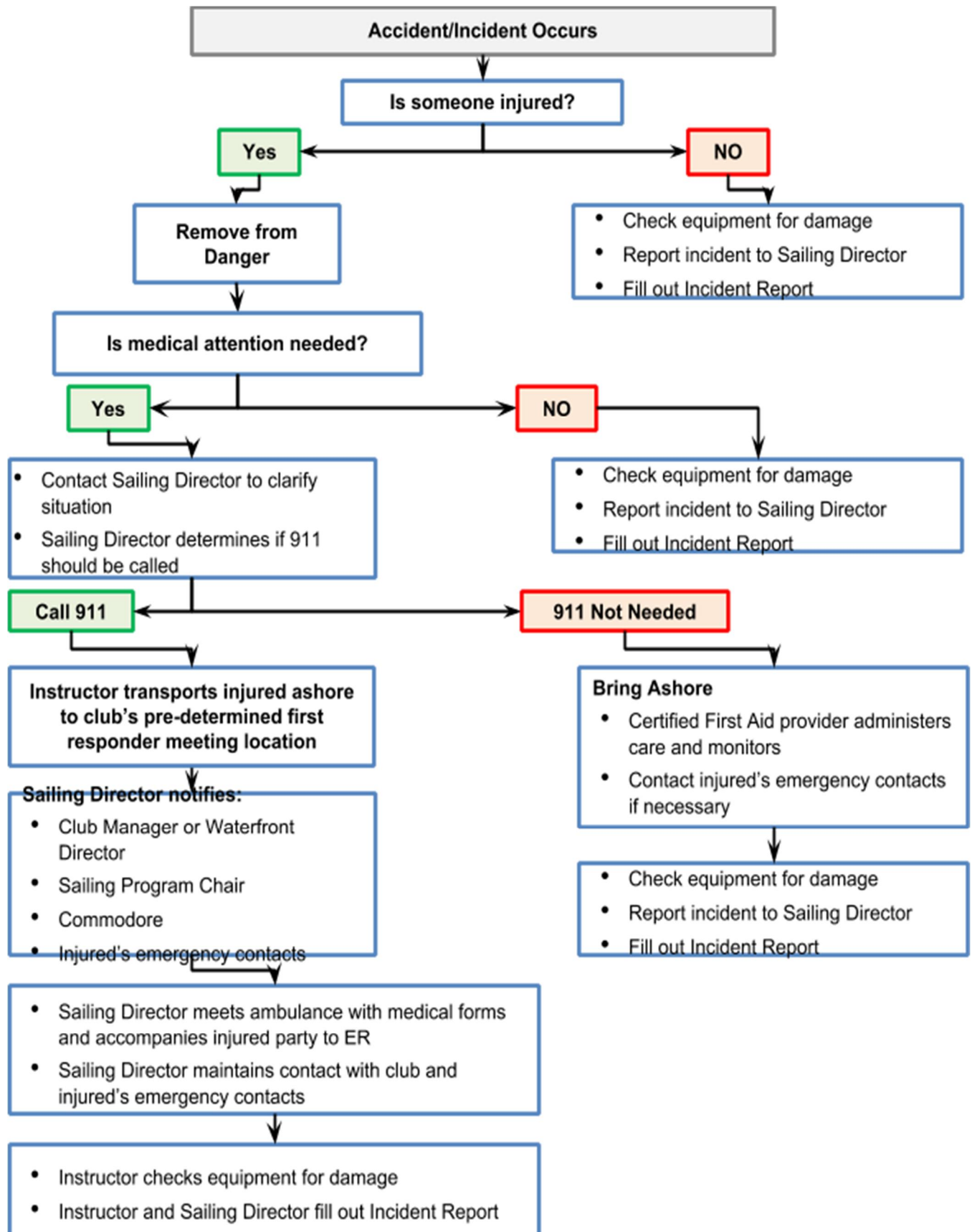
<https://training.teamusa.org/>

<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>



CIVIL INCIDENT REPORT



ST. CROIX YACHT CLUB

5100 Teague Bay, Christiansted, St. Croix
U.S. Virgin Islands 00820-4583

CIVIL INCIDENT REPORT

Date: _____

Time: _____

Location: _____

Persons Involved: _____

Was Manager or other Club Official Notified? Yes _____ No _____

Who?: _____

Was Police Notified? Yes _____ No _____

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

Description of Incident:

Actions Taken:

Signed and Dated: _____

ACCIDENT REPORT



ST. CROIX YACHT CLUB

5100 Teague Bay, Christiansted, St. Croix
U.S. Virgin Islands 00820-4583

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.