

Emergency Action Plans:

What you need to know

Joel Labuzetta
Annapolis Yacht Club
Sailing Director
jlubuzetta@annapolisyc.org



AYC SAFETY PLAN & EMERGENCY ACTION PLAN

Your Emergency Action Plan
begins long before an emergency
with your preparation and
training.



JUNIOR FLEET MISSION STATEMENT

The AYC Junior Fleet will provide a safe, fun, and educational program for youth interested in sailing and racing.

We will impart the love of sailing and boating as a lifetime sport while providing the fundamental skills necessary for participants to advance in the sport as far as their desire, skill and hard work may take them.

Our coaches will provide a curriculum with current and effective techniques. Creating skilled and competent youths who will respect others, care for their equipment and the marine environment, and be willing to help fellow sailors and boaters on and off the water. Our sailors will conduct themselves in Corinthian Spirit in practice and competition.

All Junior fleet sailors will emerge with an enhanced sense of self-reliance, knowledge of seamanship, an appreciation of teamwork and a solid foundation in sailing and boating.



AYC STAFF RESPONSIBILITIES

For all Club instruction and coaching on the waterfront, the Sailing Director is the Club's Chief Safety Officer

- The Sailing Director will conduct a staff orientation and a safety boat and equipment survey PRIOR to the beginning of each sailing season
 - All policies, procedures, facilities and equipment will be reviewed
 - All Emergency Procedures will be trained and rehearsed

All AYC coaches must pass a background check prior to hire, administered by US Sailing approved, National Center for Safety Initiatives

- All coaches are required at minimum to have the following certifications
 - US Sailing Level 1
 - First Aid, CPR with AED (onsite training is provided as necessary)
 - MD Basic Boating Safety Certificate or NASBLA equivalent



STUDENT/INSTRUCTOR RATIOS

Annapolis Yacht Club adheres to the average student/instructor ratio for each class, as recommended by US Sailing

| Maximum Recommended (AYC maximum) | | |
|-----------------------------------|--------------------|---------------------|
| | Student/Instructor | Student/Safety Boat |
| Youth Learn to Sail | 14:1 (AYC 12:1) | 18:1 (AYC 10:1) |
| Youth Racers | 8:1 (AYC 8:1) | 18:1 (AYC 8:1) |



THE DANGER GAME

Prior to the start of each session, coaches and students walk the grounds of the property to identify the following:

- **Hazards** – shoals, power lines, launching ramps, traffic
- **Off limit areas** – Offices, coaches locker room
- **Limited Access Area** – Docks, Boat Storage area, storage trailer
- **Unlimited Access** – Classroom, restrooms, deck, lawn



STUDENT RESPONSIBILITIES

- Each student is required to take a swim test on the first day of class
- Swimming is only allowed while supervised
- Personal Flotation devices (PFDs or life jackets) must be worn and zipped at all times while on boats. A whistle attached to PFD is recommended
- Closed toe shoes are recommended to be worn at all times
- Students should have sun block (SPF 50) and sunglasses
- Each student should bring a refillable plastic or metal water bottle



AWAY EVENTS

For all events/regattas held off property, the safety of the participants is of paramount importance

Coaches and/or chaperones will:

- Bring the list of emergency contact information for all participants
 - Emergency contact list includes any allergies
- Access QR Codes on sailors for emergency info when necessary
- Have basic first aid and safety equipment in waterproof case
- Request a copy of the host Club's emergency procedures (when available)
- Review the layout and orientation of the venue
- Acquire all necessary local emergency numbers
- Review the weather forecast



AYC EQUIPMENT & POLICIES

- Coaches are to check all equipment before and after class and report the condition of all assets to the Head Instructor. Unsafe assets are removed from service
- Each instructor has access to VHF marine radio, either mounted or portable. Radio checks are performed before each class
- Each instructor is responsible for ensuring that all equipment, fuel and safety equipment is on boats before leaving the dock
- Each instructor is responsible for removing the safety equipment boxes and locking in dock boxes after class
- Instructors will be familiar with all boats but will be assigned to the same boat for the season
- AYC boats must return to the harbor prior to sunset
- AYC boats are not typically operated more than 3 miles from the entrance to Spa Creek



EMERGENCY PROCEDURES

- The coach closest to an injured sailor will proceed to the scene and render assistance
- The coach should communicate to other coaches while in route, have them prepare to call for shore-side assistance
- If alone on the water direct an available sailor to board the safety boat and task them to call 911, the coach will continue to render assistance
- The person placing the call to 911 should inform that they will transport to 550 Severn Ave
- Contact Junior Sailing office and inform them of incoming emergency personnel
- **Using techniques appropriate to the injury, bring the injured sailor aboard the safety boat and transport to the AYC Sailing Center**
- Debrief incident with Sailing Director





| Organization | VHF Channel | Phone Number |
|---|-------------|--------------|
| International Hailing & Distress (USCG guards this channel) | 16 | N/A |
| AYC Junior Programs | 66A | 410-263-9267 |
| AYC Dockmaster (Sailing Center) | | 410-320-4304 |
| AYC Race Committee | 72 | 443-994-4235 |
| SSA Junior Programs | 65A | 410-263-0071 |
| Eastport Yacht Club | 69 | 410-267-9549 |
| Navy Sailing | 82A | 410-293-5614 |
| Annapolis Harbor Master | 00 / 17 | 410-263-7073 |

10 CRISIS STEPS

- **Act** as quickly, responsible, 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 specialist
- **Respect PTSD** Grief counseling is extremely valuable



Your Opinion Matters

Please “**check-in**” to this session on the Sailing Leadership Forum app
and complete the session survey

Or

Complete one of the yellow survey forms in the back of the room and drop in the box

Thank you for attending this session

