

Poulsbo Yacht Club



# Poulsbo Yacht Club Junior Sailing Program Safety Plan

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*4/28/25*

Date

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*5-9-25*

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## Version History

Version #	Baseline Date	Summary of Changes, Review Dates
Draft v1	2/14/2022	Initial Document
Draft v2	3/24/2022	Discussed content, changed to fit program functionality
Draft v3	4/21/2022	Clarified sailing zones, edits to map, incorporated some grammar changes
Draft v4	4/27/2022	Grammatical and consistent formatting changes
Draft v5	4/28/2022	Final Draft – For Presentation to the PYC Board on May 4, 2022
Version 1	4/28/2022	Signed & Filed in JS folder in PYC Office
Version 2	6/7/2023	Updates from 2022 class observations

Version 2	5/28/2024	2023 plan reviewed by Sarver, Henderson & Daniels – no updates needed prior to the 2024 Sail Camps. To be reviewed after the end of the 2024 Sail Camp Debrief meeting.
Version 3	4/22/2025	Safety Plan reviewed by Jr. Sailing Committee at March 2025 meeting. Only change required is to change the title of the Instructor Assistant (IA) to Sailing Assistant (SA).

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## **Introduction**

The Poulsbo Yacht Club (PYC) Junior Sailing Program (JSP) is dedicated to the safety of all persons and students involved in the Program. The PYC Junior Sailing Safety Plan (JSSP) documents the identified risks and controls, procedures, equipment, training, location/standards of training/skills, and documentation/records that are put in place to protect the safety of the participating Instructors, Directors, Safety Officers, students, and other persons participating. The PYC JSP is designed for young students that have anywhere from no to moderate experience or skills with boating or sailing. Students sailing complex boats, operating powered boats, etc. are not accommodated in this Program or this Safety Plan. The JSSP is consistent with these conditions and would need to be changed if the JSP is altered.

The JSSP also identifies the organization and individuals that control, maintain, and ensure compliance with this Safety Plan. This plan also identifies the review process, frequency of review, and documented evidence of compliance to ensure that the Safety Plan is executed and maintained.

## **Terms and References**

The functional positions referenced in this plan are as follows:

PYC – Poulsbo Yacht Club

Club- Poulsbo Yacht Club

Executive Director-Overall Director of the PYC Junior Sailing Program

JSP-Junior Sailing Program

JSSP- Junior Sailing Safety Plan

Students-Youths participating in the JSP

Instructors-Trained and certified persons that instruct and direct the students

Directors-Weekly assigned and trained person that receives the students from their parents, supports the instructors in the clubhouse and on the dock, and releases the students back to their parents.

Safety Officers-Weekly assigned and trained persons who observes the students on the water and dock and informs the instructors of any issues that may arise and supports the Instructors as required. The Safety Officer has the final authority over the class being on the water.

Other Persons Participating-Other persons that support the JR Sailing Program such as persons that maintain the boats, etc.

Safety Observation- The Safety Officer is regularly assigned the function of safety observation and should be within visual range of all class participants and should perform regular/frequent head counts while on the water. The safety observation function can be transferred to an Instructor or Director if necessary. At least one Instructor, Safety Officer, or Director must be assigned the function of safety observation at all times.

Learn to Sail Class- a week-long class in the PYC JSP

Double Handed Class- a week-long class in the PYC JSP

Adventure Sailing Class- a week-long class in the PYC JSP

I/D/S- equivalent to “Instructor/Director/Safety Officer”

Escort Boat- any motorized boat used by the JSP

Dinghy- the small sailboats used by JSP to train the students to sail

Keel Boat-Larger sailboats used by the JSP to introduce the students to sailing larger boats

JSP Classroom-JSP floating classroom located at slip C-1

## **Document Locations**

### **Safety Plan Copy Locations**

The Safety Plan master paper copy is located in the PYC office.

An internet access copy is available at the Junior Sailing Staff Page.

A working hard copy of the Safety Plan is located in the JSP classroom.

The Executive Director is responsible for ensuring that the latest signed and approved version of the Safety Plan is maintained in these locations.

### **Emergency Action Plan Section Printed Locations**

The Emergency Action Plan (EAP) is located within the Safety Plan that is pulled out and printed to be immediately accessed in the case of an emergency. All Instructors, Directors, and Safety Officers should have a printed copy of the Emergency Action Plan and carry it with them whenever they are present with students. A copy is to also be posted in the JSP classroom. The Executive Director is responsible for providing/posting the copies of the EAPs. The EAP should be protected from getting wet.

### **Class Preparation and Safety Rules Section Printed Copy Locations**

The Class Preparation and Safety Rules section of the Safety Plan should be printed and distributed to all Instructors, Directors, Safety Officers, and other persons participating at the safety briefing conducted prior to any classes. The Executive Director is responsible for providing the copies.

### **Safety Checklist Subsection Printed Copy Locations**

The Safety Plan Safety Checklist should be printed out and included in the individual class documentation to be completed just prior to starting the week's scheduled class. The Executive Director is responsible for providing the copies to the Directors and the Directors responsible for distributing the blank checklists and collecting the completed checklists.

### **Safety Checklist Records Locations**

Each week's filled out Safety Checklist and any accident/incident reports should be returned to the Executive Director who then files the originals in a secure location and files a copy in the Jr. Sailing Program Locker.

### **Training/Skills/Background Checks Records Locations**

The Executive Director collects all required evidence of compliance with training, skills, and background checks for the sailing program Instructors, Directors, Safety Officers, and other persons participating. The Executive Director identifies and resolves any gaps prior to the Safety Orientation prior to the year's first class. The Executive Director stores these records in a secure location.

### **Document Approval and Review Schedule**

The Safety Plan should be annually reviewed as soon as possible following the last camp of the year while personnel that conducted the camps are available and memories are fresh. Accident/Incident reports may result in actions that require changes to the safety plan. The Executive Director should determine the schedule for Accident/Incident safety plan related review and changes.

All Safety Plan reviews are conducted by the Jr. Sailing Program Committee and, where feasible, the Instructors, Directors, Safety Officers, and any other persons who, in the view of the Executive Director, may be able to contribute to the review.

The Safety Plan is approved by the Jr. Sailing committee and the PYC Executive Board and signed by the Executive Director and the PYC Commodore.

Following a Safety Plan Review the Safety Plan version history is updated to document the revised Safety Plan. If no changes are made, the version number and baseline date is not changed but the review date is added to the summary of changes and review dates.

# **Class Preparation and Safety Rules**

## **Staff/Volunteer Facility & Safety Orientation**

Prior to the start of each sailing season, the Instructors, Directors, Safety Officers, and other persons participating should be trained on this Safety Plan. Additionally, emergency procedures should be reviewed and practiced as required. Any findings should be reported to the Executive Director and addressed prior to the beginning of classes.

When operating outside of Zones A and B (see EAP map), daily float plans are required to be developed and provided to the Director. All plans should include a scheduled itinerary, notification of appropriate parties, communication arrangements, contingencies in case of foul weather or equipment failure, and emergency response options.

## **Student Skill/Behavior Expectations**

### **Swimming Certification**

Parents or guardians of the student must certify that the student is able to swim prior to participation <sup>HC01</sup>. (see application form)

### **Student Behavior Expectations**

Safety related behavior expectations included in the application form on the Poulsbo Yacht Club Junior Sailing Program Participant Statement of Understanding Form. (see application form)

- To obey all program rules as set forth by the Instructors, Directors, and Safety Officers <sup>HC02</sup>
- To obey the directions of the Instructors to the best of my ability <sup>HC02</sup>
- To use my utmost care to avoid damaging the boats, floats and other facilities <sup>HC02</sup>
- To avoid disruptive behavior (disrespectful) and horseplay (unsafe) at all times <sup>HC53</sup>
- To not run at any time <sup>HC53</sup>
- To properly wear my PFD at all times when on the dock, in a boat, or swimming <sup>HC06</sup>

### **Student Sailing Skill Expectations**

The Learn to Sail Class is designed to teach young students basic sailing skills. The expectation is that the students have little or no experience with boating or sailing.

The Double Handed Class is designed to build young students' skills and enjoyment of sailing and to work as a two-person crew. The expectation is that the students have learned basic sailing techniques but are new to the larger, more complex boats that are used in this class.

The Adventure Sailing Class is designed to build sailing skills in more open waters of Liberty Bay and beyond, such as Port Madison, Manzanita Bay, Illahee and Brownsville. Additionally, with double handed boats, the expectation is that the students are already able to sail but are assumed to be unfamiliar with the boat type and double handed sailing.

Prior approval is required to participate in the Double Handed Sailing Class or the Adventure Sailing Class. Approval is by the Executive Director in consultation with the Instructors and their assessment of the student's ability to participate.

### **Required Safety Related Student Instruction**

- Students should be made aware that wetness and growth on docks indicates slipperiness<sup>HC09</sup>.
- Students should be instructed to perform the visual checks required prior to use of their equipment, including PFDs, dinghy rigging, etc.<sup>HC10</sup>
- Students should be instructed that if they enter water unexpectedly, especially on hot days or after exercise, they should try to relax, breath normally and have confidence that their PFD should keep them afloat<sup>HC11</sup>.
- Students should be instructed on how to safely capsize a dinghy without becoming entangled and to right a capsized boat and climb aboard<sup>HC12</sup>.
- The student should be instructed to stay with a capsized dinghy that acts as emergency floatation until it can be up-righted or help arrives<sup>HC61</sup>.
- Students should be instructed on how to safely depart a dock and return to a dock<sup>HC13</sup>.
- Students should be instructed to avoid the boom when maneuvering a dinghy<sup>HC14</sup>. Parents are informed of the boom hazard and may provide helmets for the student to wear in the boat if they are concerned.<sup>HC62</sup>.
- Students should be instructed to keep lines etc. tidy and equipment in good order<sup>HC15</sup>.
- Students should be instructed to keep clear of swimmers and the dock unless they wish to come alongside<sup>HC18</sup>. They should also be instructed to warn others in or near the water of their intentions and the consequences, as non-sailors are often unaware of these issues<sup>HC18</sup>.
- Students should be instructed on the rules of the road applicable to the class<sup>HC16</sup>.
- Students should be instructed to be observant of sailing near docks, moored boats, and other objects such as piers in moving water to avoid becoming accidentally caught up in lines/chains/buoys/piers paying particular attention before changing direction and potential lack of control due to little motion relative to the water when maneuvering a dinghy<sup>HC17</sup>.

## **Personal Flotation Devices**

### **Wearing Rules**

Properly sized, fitted, and fastened Personal Flotation Devices (PFD or Life Jackets) should always be worn by all Students, Instructors, Directors, and Safety Officers when in a boat or on the dock<sup>HC06</sup>. The JSP does not provide PFDs. Each individual must provide their own PFD. Wearing of PFDs are not required in the JSP Classroom.

### **Certification Requirements**

All Personal Flotation Devices (PFD or Life Jackets) must be U.S. Coast Guard approved type III, non-inflatable, and be the proper size for the person's weight and build<sup>HC06</sup>. Inflatable or self-inflatable PFDs are not allowed by anyone participating in the JSP due to the inability of the Program to ensure that the PFD will operate properly. One approved exception is that a Safety Officer may use a self-inflating PFD that they self-certify to be in good working order and if they

also have a type III non-inflatable PFD with them in the escort boat. If the inflatable PFD is activated the Safety Officer switches to the non-inflatable PFD to continue their duties.

### **Personal Flotation Devices Inspection**

The PFD needs to be properly inspected to ensure that it is in good functioning condition (no missing straps, torn zippers, exposed or waterlogged flotation). Student PFDs should be inspected by the Instructors for certification, performance, condition, fit, and properly fastened to the wearer prior to going to the dock, a boat, or swimming<sup>HC07</sup>. If a PFD is in un-serviceable condition, it must be discarded and replaced promptly. Instructors should inspect each student's PFD, on the first day of a class, to ensure that it is properly sized, fitted, and fastened.<sup>HC07</sup>

### **Clothing**

All participants should wear appropriate clothing for the activities and weather.<sup>HC06</sup> The clothing should allow for freedom of movement, warmth or coolness depending on the weather, sunshine, and not cause issues if in the water. Wetsuits are allowed.

Footwear is required at all times and must cover the toes and enclose the foot<sup>HC08</sup>. The footwear may be boat shoes, dinghy boots, water shoes, or regular sneakers. This requirement applies to land activities as well as on-the-water time, and applies to all Students, Instructors, Directors, and Safety Officers. No open toe footwear or flip flops. I/D/S should ensure that students are wearing suitable footwear before going to the dock or boat<sup>HC08</sup>.

### **Eye and Skin Protection Rules**

Students should have and wear adequate sunblock, a hat, and/or sunglasses. Students are responsible for having and applying their own sunblock.

### **Drinking Water**

Students should also bring a water bottle and drink adequate water to prevent dehydration. Water should also be available at the JSP classroom<sup>HC77</sup>. Water bottles are allowed on the dinghies only if the bottles and any restraining system does not create a risk of entanglement.<sup>HC74</sup>

### **Safety Equipment Checks/Preparation**

#### **Instructor, Director, Safety Officer Safety Equipment**

All Instructors, Safety Officers, and Directors should each have a fully charged portable marine radio and cell phone in a waterproof container<sup>HC60</sup> to maintain communication and to be able to summon help in an emergency. The procedures for proper use should be reviewed with the Instructors each season. The emergency contact list and the numbers of the I/D/S should readily available. The phones and radios should be checked each day before sailing to insure they are operational and fully charged.

All Instructors and Safety Officers should each have a loud horn that is quickly available to sound a warning <sup>HC75</sup> in case of collision or emergency. The horns should be tested prior the start of the first class of the week.

### **Dinghy Preparation/Safety Checks**

Due to the nature of dinghy sailing and the young and inexperienced students in the PYC JSP, the design and configuration of the dinghies is critical to the safety of the students. The students should be trained on how to daily inspect their own boat. Daily inspection is required because items may break or become loose during a sail. It is important that the operator of the dinghy, the student, be able to recognize safety related issues and have them corrected either before departure from the dock or during the sail if the failure occurs during the sail. Following are the boat areas that require inspection.

- The dinghies should be configured such that capsize and inversion is unlikely to pull a student under the water <sup>HC61</sup>. The Instructor and student should inspect the rigging, lines, and equipment to ensure that a student is unlikely to become entangled if the boat capsizes.
- The dinghy should have sealed watertight compartments such that it should not sink <sup>HC61</sup>. The Instructor and student should inspect the covers for the watertight compartments in the boat and any hull damage that might have compromised a water tight compartment to ensure that if the boat capsizes it should not fill with water.
- The Instructor and the student should inspect the boom pad, if applicable, to ensure that it is not damaged and properly attached to the boom <sup>HC62</sup>.
- Trapeze, quick-release harnesses, or any kind of sailor restraint systems are not allowed <sup>HC63</sup>. The dinghies should have a minimum of lines that can become entrapments <sup>HC64</sup>. The Instructor and the student should inspect the boat to make sure that unnecessary or advanced equipment or rigging are not installed in the boat. If so, the equipment is to be removed.
  - Do not use anything that could fasten the sailor to the boat.
    - No Trapeze or safety harness
    - Do not bring anything on board that could create an entanglement hazard
    - Any item of loose clothing or jewelry that can be entangled in boat hardware or rigging
  - Rigging needs to be simple with no entanglement hazards
    - No Spinnaker
    - No loops on the ends of halyards, sheets and mooring lines
    - Should the Club start to use boats with rigging more elaborate than a main sail with one halyard and one sheet, and a jib with one halyard and two sheets with simple stopper knots at the ends of the sheets, the safety team needs to review the additional risk and mitigations.
- Dinghies must be configured to be quickly towed <sup>HC65</sup>. The Instructor and the student should inspect the dinghy's towing system and ensure that it is properly attached and in good working condition.

## Escort Boat Preparation/Safety Checks

The escort boat configuration and safety equipment must be checked each day by the operator of the boat. Following are the boat areas that require inspection and immediate correction.

- Each operator of an escort boat should ensure that the capability to quickly tow from one to all dinghies assigned to the escort boat at one time is readily available. The attachments for the escort boat to be towed by another escort boat must be in place (tow lines and tow attachments onboard all escort boats) <sup>HC66</sup>.
- When operating outside of Zones A, B, and C, the escort boats must have the combined capacity to take aboard all students and all must be capable of handling all possible wave, wind and lightning conditions while underway and at anchor <sup>HC67</sup>. Each operator of an escort boat must verify that it can, in an emergency, accommodate the number of persons assigned to their boat.
- The operator of an escort boat should ensure that the ability for a swimmer separated from their boat to enter the escort boat unaided. Boats with sides higher than 20” above the water must have a ladder <sup>HC68</sup>.
- The operator of an escort boat should ensure that it is capable of quickly bringing an unconscious student aboard <sup>HC69</sup>.
- The operator of a tiller-steered escort boat should ensure that it is equipped with a motor kill cord that attaches to the driver and that it is functional <sup>HC70</sup>.
- The operator of an escort boat should ensure that the propeller safety guard, if equipped, is fitted and secure. Tiller-steered escort boats are recommended to have propeller safety guards fitted <sup>HC71</sup>.
- The operator of an escort boat should ensure it is capable of accommodating a minimum of 3 persons <sup>HC72</sup>.
- The operator of an escort boat should ensure that it is equipped with a first aid kit in a waterproof container <sup>HC73</sup>.
- When sailing on long training cruises such as sailing outside Zones A, B, and C, the operator of an escort boat should ensure that it is equipped with drinking water. Water bottles are allowed on the dinghies only if the bottles and any restraining system does not create a risk of entanglement <sup>HC74</sup>.
- The operator of an escort boat should ensure that it is equipped with a boat hook, paddle, or oar that can hook a capsized boat or an unconscious swimmer and be pulled to the escort boat, if required, with the motor off (w/o prop guard) or in neutral (w/prop guard) <sup>HC76</sup>.
- The operator of an escort boat operating outside of Zones A, B, and C should ensure that it has an anchor <sup>HC32</sup>.
- The operator of an escort boat should ensure that the fuel tank is full at the beginning of the week before the week’s class start and refilled as required before or after class <sup>HC84</sup>.
- Escort boat operators should ensure that the boat is kept clean and is cleared of rubbish after each use <sup>HC45</sup>.
- Escort boat operators should check daily that all rescue lines and towing lines are kept in good repair and stowed appropriately on the boat <sup>HC46</sup>.

- Persons assigned to escort boat maintenance should ensure that all flares and fire extinguishers and any other safety equipment are within date and stowed appropriately on the boat <sup>HC47</sup>.

### **Keel Boat Preparation/Safety Checks**

- Students on keel boats are being introduced to sailing on larger sailboats and are encouraged, but not required, to participate in the operation of the boat. A crew sufficient to operate the boat is required which must include at least one Instructor <sup>HC85</sup>.
- The keel boat is required to have all required safety equipment and capabilities of an escort boat <sup>HC86</sup>.

### **Facility Preparation/Safety Checks/Procedures**

The following dockside equipment is required:

- Potable water should be available in the JSP classroom for use by students when sailing for short time periods such as sailing in Zones A, B, and C (see EAP map) <sup>HC77</sup>.
- The PYC marina electrical system and moored boats help prevent stray electrical currents in the water as described in the PYC MMA-Electrical Policy and the PYC-MMA Stray Current Inspection Protocol. Per the plan, each boat in the marina should be tested once every three months for stray currents. Per applicable codes, upgrades to the PYC Marina electrical equipment should meet the applicable codes at the time of the upgrade. The PYC Marina also has available isolation transformers if they are required <sup>HC80</sup>.
- A water electrical shock sensor should be provided for whenever students are swimming at the dock <sup>HC81</sup>.
- A non-conducting boat-hook should be readily available on the dock <sup>HC81</sup>.
- Fuel storage and filling equipment are to be stored in a fuel compatible locker outside the JSP classroom <sup>HC79</sup>.
- No live electrical devices of any kind should be allowed in the fuel storage locker (posted sign) nor while fuel transfers are taking place at fuel locker <sup>HC83</sup>.
- Only easily handled fuel containers with a spill proof valved spout compliant with the latest laws are recommended <sup>HC84</sup>. Refueling should only occur when students are not present and fuel spills should be cleaned up immediately.
- A dolly and a hoist should be provided to lift, install, and uninstall outboard motors or move heavy objects <sup>HC78</sup>.

### **Safety Rules/Procedures**

#### **Instructors, Directors, and Safety Officers**

- The Instructors, Directors, and Safety Officers should ensure all class participants are identified at the beginning of a class day and ensure that all students are accounted for at all times <sup>HC23</sup>.

- All sailing activities should have Instructors and Safety Officers on powered escort boats with the dinghies at all times providing direction and assistance to the students and rescue if required <sup>HC19</sup>.
- Instructors and Safety Officers must remain vigilant while on the water and communicate with each other any new concerns verbally or via radio <sup>HC20</sup>.
- The Safety Officer is regularly assigned the function of safety observation and should be within visual range of all class participants and should perform regular/frequent head counts while on the water <sup>HC21</sup>. The safety observation function can be transferred to an Instructor or Director if necessary. At least one Instructor, Safety Officer, or Director must be assigned the function of safety observation at all times <sup>HC21</sup>.
- The Safety Officer should be able to observe all students in a class at all times on the water and with the objective to identify if a student is in distress, physically or emotionally <sup>HC22</sup>. This facilitates that all students may be grouped together in an area roughly the size of Zone A (see EAP Map) in clear conditions.
- When students are departing or returning to the dock, all students should stay within zone A and the Safety Officer positioned to be able to see both the students in dinghies and students on the dock <sup>HC22</sup>.
- If students get spread out too far to be observed by the Safety Officer, the Instructors are to direct the students back to being closer together <sup>HC22</sup>.
  - Do not create two groups that are far apart because if there is an injury all of the Instructors and safety officers will need to respond and if they are far apart it cannot be done.
  - We do not allow some of the students to stay on the dock/shore while everyone else is sailing- we do not have enough I/D/S to accommodate that. The entire class must stay close proximity even when two Safety Officers are present in case an injury occurs and a single Instructor must take over the entire class <sup>HC22</sup>. Splitting of the class into those on the water and those off the water should not occur; however, a few students may be accommodated in the escort boats if room is available.
  - **An Instructor in a dinghy with one or more students for instruction purposes is allowed as long as the instructor has no other duties other than instructing the student in the dinghy and that a safety boat is operational and observing in order to assist if required.**
- Instructors should avoid placing students in dinghies without a padded boom or helmet if they have not learned to avoid the boom <sup>HC62</sup>

### **Sailing Zones, Obstacles, and Boat Traffic**

- Instructors and Safety Officer should ensure that all dinghies maintain clearance from navigating cruise ships <sup>HC24</sup>.
- All sailing activities should be restricted to an area west of Indianola Pier/Port Madison and no further south than Illahee State Park (see EAP map) <sup>HC25</sup>.
- Sailing trips through the Liberty Bay and Agate Passage should include planning for minimal current. Dinghies should only be in the Agate Passage between 1 hour before and 1 hour after slack water per standard published predictions with a goal of ½ hour before and after slack water to ensure time for towing if transit through the passage does not go as planned <sup>HC26</sup>.

- All sailing activities should be during daylight hours and trip planning should include time allocation for contingency towing of the dinghies to ensure all students are off the water before nightfall <sup>HC27</sup>.
- Sailing operations and boat assembly are restricted to only areas with no overhead powerlines low enough to contact all boats used by the JSP (including dinghies, keel boats, and escort boats) <sup>HC87</sup>. See Emergency Action Plan Map.

### **Weather, Waves, and Lightning Safety**

- Weather forecast (temperature, wind, rain, etc.) and water conditions (temperature, waves, etc.) should be checked by the Instructors prior to sailing to ensure that the student skill levels are sufficient to handle the expected weather and water conditions <sup>HC33</sup>.
- Instructors, Directors, and Safety Officers should judge the wind speed and wave state compared to the capability of the students and decide if it is safe to be sailing (either before launch or during a sail) <sup>HC28</sup>. One indicator of wind or waves exceeding the skill of the students is the frequency of capsizes that are occurring <sup>HC28</sup>. Capsizes of dinghies are expected, safe, and recoverable, however, a high frequency of capsizes causes student fatigue and increased workload for the Instructors and Safety Officers potentially to an unsafe level <sup>HC28</sup>.
- Sailing should be called off or dinghies returned to dock if a large number of whitecaps are present <sup>HC29</sup>.
- Instructors, Directors, and Safety Officers should monitor lightning strikes (via internet application set to 20-mile radius alert and visual sighting of lightning and hearing of thunder) and move all students to a safe location promptly if any lightning is detected <sup>HC30</sup>.
- Students should not return to sailing until at least 30 minutes after the last observation (visual, audial, or app within 20 miles) of lightning. <sup>HC30</sup>.
- When wind or wave conditions exceed student skills or lightning is detected and the sailing class is in Zone A or B, then the Instructors should direct or tow the students back to PYC promptly and have all students take cover (See EAP Map) <sup>HC31</sup>.
- When wind or wave conditions exceed student skills or lightning is detected and the sailing class is outside of Zone A or B, then the Instructors should direct or tow the students to the nearest safe location along the shore except for any No Landing Areas (See EAP Map) or, if necessary, move all students to the escort boats and anchor if required <sup>HC32</sup>.

### **Emergency Action Planning**

- When operating inside Zone A, B, and C there must be at least two escort boats, at least two Instructors, and one Safety Officer in order to maintain a minimum of one Instructor and one escort boat providing student safety oversight when emergencies occur <sup>HC48</sup>. If possible, US Sailing recommends having two people per escort boat.
- In Zone A, B, and C, if an Instructor or Safety Officer is the one seriously injured then the primary rescuer transports the victim to the PYC dock, transfers the injured person to the Director, and immediately returns to the students <sup>HC48</sup>. At least one Instructor or Safety Officer and one escort boat stays with the students.

- When operating outside Zone A, B, and C there must be a minimum of two escort boats, at least two Instructors, at least one Safety Officer, and additional persons, if required, such that there is a total of at least 4 persons in order to maintain a minimum of one Instructor and one escort boat providing student safety oversight when emergencies occur<sup>HC48</sup>. If possible, US Sailing recommends having two people per escort boat.
- When outside Zone A, B, and C, if an Instructor or Safety Officer is the one seriously injured then the secondary rescuer transports the primary rescuer and the victim to the nearest Emergency Extraction Point (see EAP Map),<sup>HC48</sup>. At least one Instructor or Safety Officer and one escort boat stays with the students<sup>HC48</sup>.
- The Instructors and Safety Officers should have a pre-coordinated plan on how to assign roles for who attends the injured person and who takes over monitoring the remaining student sailors<sup>HC49</sup>.

#### Emergency Action Plan (EAP) Summary:

- When an injured person requires immediate first aid anywhere or any time, the Emergency Action Plan is followed (see the Emergency Action Plan)<sup>HC49</sup>.
- When operating in Zone A, B, or C and for non-serious student injuries not requiring immediate first aid or CPR the student is taken aboard the Instructor's boat and the student taken to the PYC dock meeting up with the Director<sup>HC49</sup>. The remaining Instructor and Safety Officer(s) take over the entire class and continue as planned or direct the students to return to Zone A<sup>HC49</sup>. Any abandoned dinghy is towed to the PYC dock<sup>HC49</sup>. If an Instructor or Safety Officer suffers a non-serious injury not requiring immediate first aid or CPR, the injured Instructor or Safety Officer self-drives an escort boat back to the PYC dock to meet with the Director and address the injury<sup>HC49</sup>.
- When operating outside of Zone A, B, or C and for injuries not requiring immediate first aid or CPR the injured person is taken aboard an escort boat and the person's injury treated<sup>HC49</sup>. If the injured person is an Instructor or Safety Officer, the remaining Instructors or Safety Officers take over the entire class and direct the students to continue as planned or to proceed to a safe location<sup>HC49</sup>. Any abandoned dinghy is towed by the escort boat<sup>HC49</sup>.
- All accident/incident are reported (see Accident/Incident Form) and reviewed as soon after the events as possible by the Executive Director and actions assigned to resolve and close the incident. Any resulting proposed changes to the Safety Plan are submitted for review and approval<sup>HC49</sup>.

#### Sailing Class

- The maximum number of students allowed for a class should be twelve in order to be consistent with the provisions of the Safety Plan and general instructor to student guidelines, unless otherwise approved by the Executive Director<sup>HC90</sup>.
- All Instructors, Safety Officers, and Directors should each have a fully charged portable marine radio and a cell phone in a waterproof container<sup>HC60</sup>. All Instructors, Directors, and Safety Officers should remain in communication for situational awareness and rapid response to emergencies, both on the boats and on the docks.

- Instructors, Directors, and Safety Officers should monitor and direct students that there is no horseplay and running <sup>HC53</sup>.
- Instructors, Directors, and Safety Officers should monitor the Clubhouse and docks for any hazards (tripping, etc.) and direct the students to avoid the hazards and to keep docks and walkways clear and well organized to avoid creating hazards. <sup>HC54</sup>.
- Instructors should oversee the students performing the dinghy equipment safety checks prior to each sail <sup>HC52</sup>.
- Directors and Instructors should assist students launching/docking their boats and direct other students/persons to stand clear <sup>HC55</sup>.
- Instructors should instruct students to maintain at least one mast-length distance between boats when the Instructors determine that weather conditions warrant. <sup>HC34</sup>.
- Instructors should have students launch/docking boats with at least one mast-length distance between them and all other students observing the launch/docking away from the path of a mast if a capsize occurs during launch/docking <sup>HC35</sup>.
- Escort boat operators should watch for signs of capsize when approaching a dinghy and avoid the mast if required <sup>HC36</sup>.
- Instructors and Safety Officers should watch out for and direct all students to avoid boats and other objects <sup>HC37</sup>.
- A loud horn should be sounded to warn the other boats and the students to avoid a collision <sup>HC37</sup>.
- Operators of escort boats without propeller guards should stop the motor before arriving at a person in the water. Operators of escort boats with propeller guards should, at a minimum, put the motor into neutral before arriving at a person in the water <sup>HC38</sup>. It is recommended that, at a minimum, tiller steered escort boats have propeller guards.
- A boat hook, oars, or paddles should be used, if required, to pull up to a capsized boat or person in the water <sup>HC76</sup>.
- Operators of escort boats without a propeller guard should not restarted the motor until the person is out of the water <sup>HC38</sup>. Operators of escort boats with a propeller guard should not put the motor into gear until the person is out of the water <sup>HC38</sup>.
- Instructors and Safety Officers are to be aware of potential danger from other boat users <sup>HC39</sup>.
- If other boat users are acting dangerously or in contravention of local guidelines an Instructor or Safety Officer should signal them to modify their behavior <sup>HC39</sup>.
- Instructors and Safety Officers are to be on the lookout for swimmers and to alert other escort boats and students to their presence and direct students on precautions to be taken <sup>HC40</sup>.
- Class activities not on the water should be conducted at the PYC property or a location that is approved in advance by the Jr. Sailing Executive Director and included in the daily sailing plan <sup>HC51</sup>.
- The Director and the Safety Officer should at all times be kept up to date where the class is located when not on the water especially when unforeseen events cause plans to change <sup>HC51</sup>.
- Instructors should avoid splitting the class into multiple groups when not on the water <sup>HC51</sup>.

- If it is approved to split the class when not on the water there should be a minimum of two trained adults (Instructor, Safety Officer, Director) directing each class group at all times<sup>HC51</sup>

### **Medication**

- Any participant who requires or may require self-administration of medication while sailing should not be allowed to participate in the sailing class unless approved by the Executive Director<sup>HC57</sup>.
- Director and the Instructors should be aware of approved self-medication required during the day, both on and off the water<sup>HC57</sup>.

### **Escort Boat Operation**

- The tiller-steered escort boat kill cord must be attached to the driver at all times while the motor is running<sup>HC41</sup>.
- Escort boat operators must operate all power boats at the lowest possible speed consistent with the operations being performed<sup>HC42</sup>.
- Escort boat operators must adhere to all speed restrictions (except in an emergency) and observe all hazard warnings<sup>HC44</sup>.
- Escort boat operators must monitor sea conditions and restrict or cease operations or reduce speed if excessive vibrations or discomfort are evident<sup>HC43</sup>.

### **Facility Operation**

- A water electrical shock sensor should be in operation whenever students are swimming at the dock<sup>HC81</sup>.
- If an electrical field is detected in the water, students are moved away from the dock and marina maintenance informed<sup>HC81</sup>.
- When water electrical shock conditions prevent planned swimming activities, the swimming activities (capsize drills) should be moved to a safe location such as the Oyster Plant Park dock (an unpowered dock)<sup>HC82</sup>.
- Refueling of escort boats should be at the beginning of the week before the week's class start and as required before or after class<sup>HC84</sup>.
- Large escort boats should be fueled at a fueling station<sup>HC84</sup>.
- Filling of the fuel containers should only occur at a gas station<sup>HC84</sup>.
- When it is necessary to lift/move heavy objects, e.g., dinghies onto/off of the dock, installing/uninstalling outboard motors, moving large fuel tanks, etc. the basics of correct manual handling should be followed, sufficient number of persons applied, and use of lifting equipment such as dollies and hoist should be used<sup>HC56</sup>.

### **General Swimming**

- Swimming activities for any purpose other than instruction is not permitted.
- Prior to any swimming activity at the dock, the swimming area is to be surveyed for hazards, working swim ladder, and an electric shock sensor placed in the water. All PYC Marina rules and supervision must be followed.
- Swimming without a PFD is not allowed<sup>HC06</sup>.

- Capsizing or entering the water intentionally is not permitted unless approved by an Instructor.
- When students are swimming at the dock with their PFDs on, the two Instructors and the Safety Officer are to monitor the students in the water at all times in case a rescue is required. The Director is to monitor and direct the students not in the water.
- If a swimmer shows signs of electrical shock, rescue is to be performed with a non-conducting pole pulling the swimmer to the dock and then pulled out of the water. Caution is to be used entering the water for a rescue to avoid exposing additional persons to shock.
- If it is desired to have anyone swim at any time without a PFD, which is not allowed in this safety plan, then the safety plan must be modified and appropriate swimming safety oversight must be established including a qualified life guard, independent certification of student swimming ability, and a safe area to swim (acceptable visibility and depth).

### **Car Traffic and Transportation**

Parents of students provide all vehicle transportation to PYC and to any other camp location. Instructors, Directors, Safety Officers, or any other person associated the JSP are not allowed to provide transportation <sup>HC50</sup>. The JSP is not set up to transport students.

Instructors should maintain control of the students at all times and check for traffic before allowing students to cross a road or parking lot <sup>HC51</sup>.

### **Youth Protection**

Any person who reasonably suspects that a minor sailing participant has suffered an incident of child abuse, including sexual abuse, must immediately make a report of the suspected behavior to both (1) local law enforcement and (2) the Executive Director. This reporting duty cannot be delegated to any other person.

- All persons involved with the JSP that come into regular contact with the students must be trained in youth protection <sup>HC04</sup> and follow the youth protection rules and procedures <sup>HC58</sup>.
- Untrained persons are not allowed to be present with or interact with the students other than parents and guardians with their own children <sup>HC59</sup>.
- Privacy of youth is respected.
  - Separate men and women's restrooms or single occupancy generic restrooms must be provided.
  - Adults or leaders and youth must respect each other's privacy, especially in situations such as changing clothes.
  - Adult or leaders should closely monitor these areas but only enter as needed for youth protection or health and safety reasons.
- One-on-one contact between adults or leaders and youth members, out of sight from the group, is prohibited.
- Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, all forms of bullying (including verbal, physical, and cyberbullying), theft, verbal insults, drugs, alcohol, and pornography are prohibited and may result in dismissal.

- The use of smartphones, cameras, mirrors, drones, etc., in places or situations where privacy is expected is prohibited.
- All aspects of the Jr. Sailing Program are open to observation by parents and Club leaders.
- Inappropriate public displays of affection are prohibited.
- Appropriate attire is required for all activities.

### **Infectious Disease Protection**

The Jr. Sailing Program follows the latest CDC and State of Washington guidelines for protection from infectious diseases. These guidelines are summarized and provided as required in a supplemental Safety document as required and attached to this Safety Plan.

## **Staff Safety Requirements/Responsibilities**

### **Executive Director**

- Lead and manage the Jr. Sailing Committee in monitoring, reviewing, and approving all Safety aspects of the Jr. Sailing Program.
- Approve/sign the Jr. Sailing Safety Plan and submit the Safety Plan to PYC Bridge for their approval.
- Ensures that all participants in the Jr. Sailing Program have met all skill, certification, and training requirements prior to their participation.
- Approve any waivers/deviations to any part of the Safety plan prior to their execution.
- Review all Accident/Incident reports and determine what actions are required (including changes to the safety plan) and the schedule for performing the actions<sup>HC49</sup>.

### **JSP Committee**

- Ensure PYC Jr. Sailing Program safety documentation is up to date.
- Adhere to national standards for safety, instructor training, and curriculum.
- Strive to continually improve the safety of all aspects of the program while maintaining a fun, informal working environment.
- Develop site-specific policies for day-to-day administration and emergency situations.
- Collect continual feedback from Instructors, Directors, Safety Officers, students, parents, and others participating.
- Oversee recruitment and hiring of the best instructors possible.
- Oversee the planning and purchase of program equipment considering safety.
- Enforce zero tolerance for drugs, alcohol, bullying, and sexual harassment.
- Review and revise the program curriculum to improve safety as needed.
- Review Accident/Incident Reports, determine if corrective actions need to be made, implement corrective actions including changing applicable documentation, and close the incident report<sup>HC49</sup>.
- Review the PYC insurance coverage as it relates to the Jr. Sailing Program.

- Review the Junior Sailing Safety Manual annually with participation from those running the program.

## **JSP Instructor, Director, and Safety Officer**

- Up to date on all required skills, certifications, and training.
- Capable of performing all of the applicable functions defined in the Safety Plan.
- Fully understand and execute the Jr. Sailing Safety Plan.
- If you identify a safety issue, either included in the Safety Plan or not, bring it up immediately and safely stop the class if necessary. The class cannot proceed unless all leaders of the class (I/D/S) agree that it is safe to do so. The Safety Officer has the final authority over the class being on the water.
- Report all accident/incidents (see form) as soon after the events as possible<sup>HC49</sup>.

## **Required Certification/Training/Instruction**

### **Power Boat Operation Certification**

All Instructors and Safety Officers should have a Washington State Boater Education Card and be trained to operate all escort boats<sup>HC89</sup>. Equivalent powerboat certification is allowed if it is recognized as valid and current by the State of Washington and approved by the Executive Director. All Instructors and Safety Officers must also be trained on/demonstrate how to operate all of the escort boats that are used in a week's class. This is to ensure that if an emergency occurs where an escort boat operator is unavailable to operate the boat then the boat is not stranded. The Executive Director approves the certifications and keeps copies of the certifications on record. The Executive Director can waive this requirement if it is not required by the State of Washington and the Executive Director establishes that the person has the required skills equivalent to the Washington State Boater Education Card.

### **Sailing Instruction Certification**

All 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 and annual US Sailing SafeSport training completion. The Executive Director approves the certifications and keeps copies of the certifications on record.

### **Swimming Certification**

All students, Instructors, Directors, and Safety Officers should know how to swim<sup>HC01</sup>.

All student parents or guardian must certify that the student can swim the following or better.

- Full submersion
- 50 feet of freestyle with overarm recovery and rhythmic breathing
- Float on back or tread water for 1 min; exhibit comfort with face out of water.
- No stopping during any part of the swim
- Goggles/flotation devices NOT permitted while swimming.

All Instructors that are certified US Sailing Small Boat Level I Instructors or better meet the swimming certification requirements.

All Directors, Safety Officers, and other persons participating that are to be on a boat or on the dock must know how to swim. These persons should sign a form stating that they can swim and are willing to take a swim test if asked by the Executive Director.

The Executive Director verifies the receipt of the swimming certifications and forms and keeps copies of the certifications on record. The Executive Director can remove any person from the program if there is lack of confidence in that person's ability to swim.

### **CPR & First Aid Certification**

All Instructors, Directors, and Safety Officers should hold current First Aid and CPR certifications from the American Red Cross, American Heart Association, or on the US Coast Guard's approved list<sup>HC03</sup>. The Executive Director can waive this requirement for an individual if a minimum of two persons (I/D/S) hold current First Aid and CPR certifications are on the water with the students.

### **Jr. Sailing Safety Plan and Emergency Action Training**

All Instructors, Directors, and Safety Officers should be instructed on the JSP Safety Plan and the Emergency Action Plan<sup>HC03</sup>. This instruction should occur prior to the start of summer classes and preferably with all persons present to maximize coordination and common understanding. It is preferable to include in the instruction session familiarization with the safety equipment, escort boats, and communication equipment. The Safety Officers should shadow an experienced Safety Officer for at least one on-the-water session prior to being the designated safety officer of a class.

### **Youth Protection Training**

Anyone that comes into regular contact with the students should be trained in youth safety (Instructors, Safety Officers, Directors, etc.)<sup>HC04</sup>. The Instructors, Directors, and Safety Officers are required to take US Sailing SafeSport training annually and provide a certificate of completion to the Executive Director. The Executive Director may verify the completion of Youth Protection Training and keeps a record of completion.

### **Background Check**

Background checks should be conducted on any Instructor that is 18 years old or older<sup>HC05</sup>. If any other person, such as Directors, Safety Officers, other volunteers, etc., is required to have unusually high contact with the students, they should also have background checks performed<sup>HC05</sup>. Background checks include searches of multiple criminal databases, multiple sex offender registries and national watch lists, and federal and county criminal records covering jurisdictions where an individual has resided during the past seven years (subject to applicable state laws on reporting).

The Executive Director should decline certification to individuals with any disposition other than "not guilty" to a felony offense involving violence against a person, a felony or misdemeanor offense involving harm to a minor, a felony or misdemeanor sexual offense, or registration on a sex offender list. Other serious criminal offenses may result in denial of certification.

## **Location of Training Materials and Classes**

US Sailing provides training opportunities for Instructor training. Contact the JSP Executive Director for information.

First Aid and CPR training are provided by several organizations. Contact the JSP Executive Director for information.

SafeSport training is a free online course provided by the US Sailing organization. Contact the JSP Executive Director for information.

Jr. Sailing Safety Plan and Emergency Action Plan instruction occurs once a year at the PYC clubhouse before classes start. Contact the JSP Executive Director for information.

## **Safety Equipment Maintenance**

Prior to the beginning of the season, all boats involved in the Jr. Sailing Program (dinghies, escort boats, keel boats, etc.) are checked that they meet all applicable regulatory requirements, are fitted with all required safety equipment, and are in good working order <sup>HC88</sup>.

During classes, Instructors, the Director, and the Safety Officer should identify any maintenance issues and inform the Director. The Director coordinates with the JSP Maintenance Team to promptly repair the boat or equipment.

## PYC JSP Identified Hazards and Applicable Controls

The following identified hazard and hazard controls are for the PYC Jr. Sailing classes. The PYC JSP is designed for young students with moderate to no experience or skills with boating. Students sailing complex boats, operating powered boats, etc. are not accommodated in this Program or this Safety Plan. Identified hazards are listed with applicable risks and each applicable hazard control in the following table. Hazard Controls are numbered and listed, as well as referenced in the text of the Safety Plan.

### Hazard and Applicable Hazard Controls

Hazards are listed in the approximate order of highest risk to lowest risk.

Hazard	Risk	Hazard Control
Tide (Ebb and Flow) Agate Passage and Rich Passage can have high currents with little room for navigation and obstacles. The Liberty Bay Inlet has moderate currents and limited navigation and some obstacles	Strong tidal flow can carry boats including capsized dinghies, into hazards causing injury, entanglement, drowning, and separation of students from their boat. Can prevent completing a trip before nightfall.	HC01, HC19, HC66, HC06, HC25, HC26, HC03
Large ship traffic, Kingston-Seattle Ferry, Bremerton-Seattle Ferry, Cruise Ships	Collison and large wakes can cause injury	HC19, HC25, HC24, HC66, HC06, HC01, HC03
Weather e.g., sea state, wind, thunderstorms and lightning	Inability of students to cope with wind and wave conditions causing the boats to capsize and/or injury from fast moving equipment, booms, etc. Potential for injury and hypothermia.  Lightning strike to the boat or students. Potential for electrocution, burns, injury, man overboard, drowning.	HC01, HC19, HC28, HC29, HC30, HC31, HC32, HC67, HC66, HC06, HC33, HC03, HC65
Instructors and Safety Officers not being aware of deteriorating weather, emergencies, injuries,	Unobserved or communicated hazardous conditions or events causing potential risk to students	HC20, HC60, HC21

Hazard	Risk	Hazard Control
student distress, unexpected hazards		
Hot weather	Dehydration, hyperthermia	HC33, HC07, HC77, HC74
Cold weather/water	Hypothermia (drop in core temp), confusion, fatigue	HC33, HC07
Immersion in cold water by falling or jumping into water from a vessel or the dock	Shock, difficulty breathing, hypothermia, drowning	HC01, HC11, HC06, HC03, HC19
Dinghy capsize (not inversion)	Immersion, drowning, injury to occupant, injury to nearby personnel either on a nearby boat or on the dock	HC61, HC34, HC35, HC36, HC03, HC12, HC06
Collision with boats or other objects	Injury, immersion, drowning due to the collision with other boats or other objects (such as pier in fast moving water). Collisions may cause the sinking of the dinghy.	HC16, HC37, HC75, HC01, HC19, HC66, HC06, HC68, HC69, HC76, HC03
Loss of control of escort boat motor and/or steering	Man overboard, collision, capsize, severe injury, drowning. Risk extends to all persons on the water including person outside the training area.	HC70, HC41, HC68, HC03, HC06, HC89
Being struck by boom	Causing head injury, cuts, bruises, concussions, unconsciousness, falling overboard, drowning	HC14, HC62, HC01, HC19, HC06, HC68, HC69, HC76, HC03
Student in water struck by escort boat propeller	Severe injury	HC38, HC76, HC71, HC03, HC06

Hazard	Risk	Hazard Control
Student injury or distress going unnoticed due to being out of sight	Injury, drowning	HC21, HC06
Student injury or distress going unnoticed due to Instructors focusing on individual students	Drowning, injury	HC22, HC06
Student injury or distress going unnoticed due to Instructors/Safety Officers attending to injured person	Drowning, injury	HC49, HC48
Boat inversion, entrapments by harnesses, rigging, etc.	Drowning	HC15, HC63, HC64, HC03, HC06
Interference with other slip/pier users, e.g., children, swimmers and other boats	Causing an accident and injury to self or others	HC18, HC19
Accident involving students being struck by a car	Injury to self or others	HC51
Student in a car involved in a vehicle accident	Injury to self or others	HC50
Snaring in mooring area by ropes and submerged buoys	Injury drowning	HC17, HC03, HC06, HC19, HC25, HC26
Equipment failure	Shock, drowning, injury, due to hardware failure or lack of maintenance	HC10, HC52, HC03, HC06, HC88
Lifting heavy objects	Injury	HC56, HC78
Docks slipperiness, wetness, growth on dock, tripping hazards, other hazards	Slipping causing injury to self or others. Injury from tripping, drowning	HC08, HC53, HC09, HC54, HC06

Hazard	Risk	Hazard Control
Fire and Exposure to toxic substances due to fueling power boats (also refer to lifting heavy weight)	Fire, pollution, exposure to toxic substances	HC79, HC84
Power Boat not used within correct parameters, e.g., speed	Loss of control Damage to spine due to excessive vibration or jarring, man-overboard scenario	HC42, HC44, HC43, HC70, HC41, HC68, HC06, HC89
Poor coming alongside/mooring procedure	Injury to students, slip/pier users	HC13, HC55
Rubbish and fuel spilt on boat	Slipping, tripping etc. causing potential injury	HC45
Ropes etc. not stowed tidily on boats and on the dock	Tripping over rescue lines, towing lines, sheets, etc. – potential injury to students	HC54, HC46, HC06
Flares or signals do not work because out of date	Inability to alert others	HC47
First Aid needed on water	Injury not treated immediately	HC72, HC73
Participant becoming separated from the boat or class	Drowning Hypothermia Exhaustion	HC23, HC21, HC06, HC20
Non-compliance with personal medication	Health deterioration, e.g., coma, risk to person	HC57
Other boat users not taking due care and attention of students	Injury to persons	HC39, HC06, HC75
Students unaware of swimmer or not taking due care	Injury to swimmer	HC40

Hazard	Risk	Hazard Control
Darkness preventing safety observation of students	Injury and loss of students in the dark	HC27
Too many students or boats for the Instructors and Safety Officers to safely monitor	Injury due to lack of oversight	HC90
Assault of a student	Injury to student	HC04, HC05, HC58, HC59
Self-Inflating PFD fails to inflate	Drowning	HC01, HC06
Keel boat accident	Injury, drowning	HC85, HC86, HC06, HC20
Students unable to avoid an accident due to inability to see obstacles or respond to verbal direction from Instructors	Injury, drowning	HC27, HC02, HC06, HC19
Electrocution due to overhead wires	Shock, burns, electrocution, drowning	HC06, HC87
Electrocution due to electrified water	Electrocution, drowning	HC06, HC80, HC81, HC82
Explosion/fire due to fuel ignition from fueling operations and spills	Burns, drowning	HC83, HC84

## JSP Hazard Controls

### Personal Safety Equipment and Training/Skills

#### *Training/Skills Prior to Class*

HC01- All Students, Instructors, Directors, and Safety Officers should know how to swim.

HC02- All Students, Instructors, Directors, and Safety Officers must be able to respond to verbal instructions and see obstacles to avoid accidents

HC03-All Instructors, Directors, and Safety Officers should be trained for First Aid, CPR, and instructed on the JSP Safety Plan.

HC04-Anyone that comes into regular contact with the students should be trained in youth safety (Instructors, Safety Officers, Directors, etc.).

HC05-Background checks should be conducted on Instructors that are 18 years old or older. If any other person, such as Directors, Safety Officers, other volunteers, etc., is required to have unusually high contact with the students, they should also have background checks performed.

HC89- All Instructors and Safety Officers should have a state boating license and be trained to operate all escort boats.

### *Personal Safety Equipment*

HC06-A properly sized, fitted, and fastened non-inflatable type 3 PFD and appropriate clothing for the activities and weather should always be worn by all students, Instructors, Directors, and Safety Officers when in a boat, on the dock, or swimming.

HC07- Instructors should inspect each student's PFD on the first day of class, prior to going out on the dock, in a boat, or swimming, to ensure that it is properly sized, fitted, and fastened.

HC08-Students should wear suitable footwear and the students checked by the I/D/S prior going onto the dock.

### *Safety Related Student Instruction*

HC09-Students should be made aware that wetness and growth on docks indicates slipperiness.

HC10- Students should be instructed to perform the visual checks required prior to use of their equipment, including PFDs, dinghy rigging, etc.

HC11- Students should be instructed that if they enter water unexpectedly, especially on hot days or after exercise, they should try to relax, breath normally and have confidence that their PFD should keep them afloat.

HC12- All students should be instructed on how to safely capsize a dinghy without becoming entangled and to right the capsized dinghy and enter the boat without capsizing it again

HC13-All students should be instructed on how to safely depart a dock and return to a dock.

HC14-Students should be instructed to avoid the boom when maneuvering a dinghy.

HC15-Student should be instructed to keep ropes etc. tidy and equipment in good order.

HC16-All students should be instructed on the rules of the road applicable to the class.

HC17- Students should be instructed to be observant of sailing near docks, moored boats, and other objects such as piers in moving water to avoid becoming accidentally caught up in ropes/chains/buoys/piers paying particular attention before changing direction and potential lack of control due to little motion relative to the water when maneuvering a dinghy.

HC18-Students should be instructed to keep clear of swimmers and the dock unless they wish to come alongside. They should also be instructed to warn others in or near the water of their intentions and the consequences as non-sailors are often unaware of these issues.

## Operational Controls

### *Instructors, Directors, and Safety Officers*

HC19-All sailing activities should have Instructors and Safety Officers on powered escort boats with the dinghies at all times providing direction and assistance to the students and rescue if required.

HC20- Instructors and Safety Officers must remain vigilant throughout a class and report to each other any new concerns verbally or via radio.

HC21- The Safety Officer is regularly assigned the function of safety observation and should be within visual range of all class participants and should perform regular/frequent head counts while on the water. The safety observation function can be transferred to an Instructor or Director if necessary. At least one Instructor, Safety Officer, or Director must be assigned the function of safety observation at all times.

HC22- The Safety Officer, (or the IDS performing the function of safety observation) must be able to observe all students in a class at all times and be close enough to identify if a student is in distress, physically or emotionally. This requires all students to be grouped together in an area roughly the size of Zone A (see EAP Map) in clear conditions. If visibility is reduced due to fog, etc. then the size of the sailing area should be reduced accordingly. When students are launching or retrieving boats all students must stay within zone A and the IDS assigned the function of safety Observation positioned to be able to see both the student in dinghies and students on the dock. If students get spread out to far the Instructors are to direct the students back to being closer together. The entire class must stay close together even when two Safety Observers are present in case an injury occurs and a single Instructor and/or Safety Officer must take over the entire class.

HC23- The Instructor, Director, and Safety Officer must ensure all class participants are identified at the beginning of a class day and know exactly how many are present at all times.

HC90- Twelve is the maximum number of students allowed for a class to be consistent with the provisions of the Safety Plan and general instructor to student guidelines.

### *Sailing zones, Obstacles, and boat traffic*

HC24-Instructors should ensure that all sail boats maintain clearance from navigating cruise ships.

HC25-All sailing activities to be restricted to an area west of Indianola Pier/Port Madison and no further south than Illahee State Park (see EAP map).

HC26-Sailing trips through the Liberty Bay inlet and Agate Passage should include planning for minimal current. Dinghies should only be in the Agate Passage between 1 hour before and 1 hour after slack water per standard published predictions with a goal of ½ hour before and after slack water to ensure time for towing if transit through the passage does not go as planned.

HC27-All Sailing activities should be during daylight hours and trip planning should include a time allocation for contingency towing of the dinghies to ensure all students are off the water before nightfall.

### *Weather, Waves, and Lightning*

HC28-Instructors, Directors, and Safety Officers should judge the wind speed and wave state compared to the capability of the students and decide if it is safe to be sailing (either before launch or during a sail). A key indicator of wind or waves exceeding the skill of the students is the frequency of capsizes that are occurring. Capsizes of the dinghies are expected, safe, and recoverable, however, a high frequency of capsizes causes student fatigue and increased workload for the Instructors and Safety Officers potentially to an unsafe level.

HC29-Sailing should be called off or the dinghies returned to dock if a large number of whitecaps are present.

HC30-Instructors, Directors, and Safety Officers should monitor lightning strikes (via internet application set to 20-mile radius alert and visual sighting of lightning and hearing of thunder) and move all students to a safe location as fast as possible if any lightning is detected. Students should not return to sailing until at least 30 minutes after the last observation (visual, auidial, or app within 20 miles) of lightning.

HC31-When wind or wave conditions exceed student skills or lightning is detected and the sailing class is in Zone A or B, then the Instructors should direct or tow the students back to the PYC as quickly as possible (See EAP Map).

HC32- When wind or wave conditions exceed student skills or lightning is detected and the sailing class is outside of Zone A or B, then the Instructors should direct or tow the students to the nearest safe location along the shore except for any No Landing Areas (See EAP Map) or, if necessary, move all students to the escort boats and anchor if required.

HC33-Weather forecast (temperature, wind, rain, etc.) and water conditions (temperature, waves, etc.) should be checked by the Instructors and Safety Officer prior to sailing to ensure that the student skill levels are sufficient to handle the expected weather and water conditions.

### *Collision Avoidance*

HC34- Instructors should instruct students to maintain at least one mast-length distance between boats when the Instructors determine that weather conditions warrant .

HC35-Instructors should have students launch/docking boats with at least one mast-length distance between them and all other students observing the launch/docking away from the path of a mast if a capsizes occurs during launch/docking.

HC36-Escort boat operators should watch for signs of capsizes when approaching a dinghy and avoid the mast if required.

HC37-Instructors and Safety Officers should watch out for and direct all students to avoid boats and other objects. A loud horn should be sounded to warn the other boats and the students to avoid a collision.

HC38- Operators of escort boats without propeller guards should stop the motor before arriving at a person in the water. Operators of escort boats with propeller guards should, at a minimum, put the motor into neutral before arriving at a person in the water. It is recommended that, at a minimum, tiller steered escort boats have propeller guards. Operators of escort boats without a propeller guard should not restart the motor until the person is out of the water. Operators of escort boats with a propeller guard should not put the motor into gear until the person is out of the water.

HC39- Instructors and Safety Officers are to be aware of potential danger from other boat users. If other boat users are acting dangerously or in contravention of local guidelines an Instructor or Safety Officer should signal them to modify their behavior.

HC40-Instructors and Safety Officers are to be on the lookout for swimmers and to alert other escort boats and students to their presence and direct students on precautions to be taken.

### *Escort Boat Operation*

HC41-The escort boat kill cord must be attached to the driver at all times while the motor is running.

HC42-Escort boat operators must operate all power boats at the lowest possible speed consistent with the operations being performed.

HC43-When operating powerboats, escort boat operators monitor sea conditions and restrict or cease operations or reduce speed if excessive vibrations or discomfort are evident

HC44- Escort boat operators must adhere to all speed restrictions (except in an emergency) and observe all hazard warnings.

HC45-Escort boat operators should ensure that the boat is kept clean and is cleared of rubbish after each use

HC46-Escort boat operators should check daily that all rescue lines and towing lines are kept in good repair and stowed appropriately on the boat

HC47-Persons assigned to escort boat maintenance should ensure that all flares and fire extinguishers, and any other safety equipment are within date and stowed appropriately on the boat.

### *Emergency Action Planning*

HC48- When operating inside Zone A, B, and C there must be at least two escort boats, at least two Instructors, and one Safety Officer in order to maintain a minimum of one Instructor and one escort boat providing student safety oversight when emergencies occur. If possible, US Sailing recommends having two people per escort boat.

In Zone A, B, and C, if an Instructor or Safety Officer is the one seriously injured then the primary rescuer transports the victim to the PYC dock, transfers the injured person to the Director, and immediately returns to the students. At least one Instructor or Safety Officer and one escort boat stays with the students.

When operating outside Zone A, B, and C there must be a minimum of two escort boats, at least two Instructors, at least one Safety Officer, and additional persons, if required, such that there is a total of at least 4 persons in order to maintain a minimum of one Instructor and one escort boat providing student safety oversight when emergencies occur. If possible, US Sailing recommends having two people per escort boat.

When outside Zone A, B, and C, if an Instructor or Safety Officer is the one seriously injured then the secondary rescuer transports the primary rescuer and the victim to the nearest Emergency Extraction Point (see EAP Map). At least one Instructor or Safety Officer and one escort boat stays with the students.

HC49-The Instructors and Safety Officers should have a precoordinated plan on how to assign roles for who attends the injured person and who takes over monitoring the remaining student sailors<sup>HC49</sup>. Plan summary:

- When an injured person requires immediate first aid anywhere or any time, the Emergency Action Plan is followed (see the Emergency Action Plan)<sup>HC49</sup>.
- When operating in Zone A, B, or C and for non-serious student injuries not requiring immediate first aid or CPR the student is taken aboard the Instructor's boat and the student taken to the PYC dock meeting up with the Director<sup>HC49</sup>. The remaining Instructor and Safety Officer(s) take over the entire class and continue as planned or direct the students to return to Zone A<sup>HC49</sup>. Any abandoned dinghy is towed to the PYC dock<sup>HC49</sup>. If an Instructor or Safety Officer suffers a non-serious injury not requiring immediate first aid or CPR, the injured Instructor or Safety Officer self-drives an escort boat back to the PYC dock to meet with the Director and address the injury<sup>HC49</sup>.
- When operating outside of Zone A, B, or C and for injuries not requiring immediate first aid or CPR the injured person is taken aboard an escort boat and the person's injury treated<sup>HC49</sup>. If the injured person is an Instructor or Safety Officer, the remaining Instructors or Safety Officers take over the entire class and direct the students to continue as planned or to proceed to a safe location<sup>HC49</sup>. Any abandoned dinghy is towed by the escort boat<sup>HC49</sup>.
- All accident/incidents are reported (see Accident/Incident Form) and reviewed as soon after the events as possible by the Executive Director and actions assigned to resolve and close the incident. Any resulting proposed changes to the Safety Plan are submitted for review and approval<sup>HC49</sup>.

### *Car Traffic and Transportation*

HC50-Parents of students provide all vehicle transportation to PYC and to any other camp location. Instructors, Directors, Safety Officers, or any other person associated the JSP are not allowed to provide transportation.

HC51-Instructors should maintain control of the students at all times and check for traffic before allowing students to cross a road or parking lot. Class activities not on the water should be conducted at the PYC property or a location that is approved in advance by the Jr. Sailing Executive Director and included in the daily sailing plan. The Director and the Safety Officer should at all times be kept up to date where the class is located when not on the water especially when unforeseen events cause plans to change. Instructors should avoid splitting the class into multiple groups when not on the water. If it is approved to split the class when not on the water

there should be a minimum of two trained adults (Instructor, Safety Officer, Director) directing each class group at all times.

### *Sailing Class Safety Procedures*

HC52-Instructors should oversee the students performing the equipment safety checks prior to each sail.

HC53- Instructors, Directors, and Safety Officers should monitor and direct students that there is no horseplay and running.

HC54-Instructors, Directors, and Safety Officers should monitor the clubhouse and docks for any hazards (tripping, etc.) and direct the students to avoid the hazards and to keep docks and walkways clear and well organized to avoid creating hazards.

HC55-Directors and Instructors should assist student launching/docking their boats and direct other students/persons to stand clear

### *Heavy Object Safety*

HC56-When it is necessary to lift/move heavy objects, e.g., dinghies onto/off of the dock, installing/uninstalling outboard motors, moving large fuel tanks, etc. the basics of correct manual handling should be followed, sufficient number of persons applied, and use of lifting equipment such as a dollies and hoist should be used.

### *Medication Safety*

HC57-Any participant who requires or may require self-administration of medication while sailing should not be allowed to participate in the sailing class unless approved by the Executive Director. Director and the Instructors should be aware of approved self-medication required during the day, both on and off the water .

### *Youth Protection*

HC58- All persons involved with the JSP must follow the youth protection rules and procedures.

HC59-Untrained adults are not allowed to be present with or interact with the students other than parents and guardians with their own children.

## **Safety Boats, Equipment, and Capabilities**

### *Personal Equipment*

HC60-All Instructors, Safety Officers, and Directors should each have a fully charged portable marine radio and a cell phone in a waterproof container.

### *Dinghy capability*

HC61-The dinghies should be configured such that capsize and inversion cannot pull a student under the water. The dinghy should have sealed water tight compartments such that it should not sink. The student should be trained to stay with a capsized dinghy that acts as emergency floatation until it can be up-righted or help arrives.

HC62-The boom should be padded for all boats with students that have not learned to avoid the boom as determined by the Instructors. Parents are informed of the boom hazard and may provide helmets for the student to wear in the boat if they are concerned.

HC63-Trapeze, quick-release harnesses, or any kind of sailor restraint systems are not allowed.

HC64-Dinghies should have a minimum of lines that can become entrapments.

HC65-Dinghies must be configured to be quickly towed.

### *Escort Boat Capability*

HC88-All boats involved in the Jr. Sailing Program (dinghies, escort boats, keel boats, etc.) should meet all applicable regulatory requirements, are fitted with all required safety equipment, and are in good working order.

HC66-The capability to quickly tow from one to all training dinghies at one time by the powered escort boats (each escort boat assigned a portion of the dinghies with the capability to tow the assigned number on-board) should be available whenever the dinghies are in operation. The attachments for any escort boat to be towed by another escort boat should be in place (tow ropes and tow attachments onboard all boats).

HC67- When operating outside of Zones A, B, and C, the escort boats must have the combined capacity to take aboard all students and all must be capable of handling all possible wave, wind and lightning conditions while underway and at anchor.

HC68-All escort boats must have the ability for a swimmer separated from their boat to enter the escort boat unaided. Boats with sides higher than 20” above the water must have a ladder.

HC69-All escort boats must be capable of quickly bringing an unconscious student aboard.

HC70-Tiller steered escort boats must be equipped with a driver motor kill cord.

HC71-Tiller steered escort boats are recommended to have propeller safety guards fitted.

HC72-Escort boats must be capable of accommodating a minimum of 3 persons.

### *Escort Boat Safety Equipment*

HC73- A first aid kit should be on board all escort boats and kept in a waterproof container

HC74-When sailing on long training cruises such as sailing outside Zones A, B, and C, drinking water should be carried either in each dinghy or in the escort boats. Water bottles are allowed on the dinghies only if the bottles and any restraining system does not create a risk of entanglement

HC75-Instructors and Safety Officers should have a loud horn that is quickly available to sound a warning.

HC76-All escort boats should have a boat hook, paddle, or oar onboard that can hook a capsized boat or an unconscious swimmer and be pulled to the escort boat, if required, with the motor off (w/o prop guard) or in neutral (w/prop guard).

### *Dock Safety Equipment*

HC77- Water should also be available at the JSP classroom for use by students when sailing for short time periods such as sailing in Zones A, B, and C (see EAP map).

HC78-A dolly and a hoist should be provided to lift, install, uninstall an outboard motor or move heavy objects.

HC79- Fuel storage and filling equipment are to be stored in a fuel compatible locker outside the JSP classroom.

HC80- The PYC marina electrical system and moored boats help prevent stray electrical currents in the water as described in the PYC MMA-Electrical Policy and the PYC-MMA Stray Current Inspection Protocol. Per the plan, each boat in the marina should be tested once every three months for stray currents. Per applicable codes, upgrades to the PYC marina electrical equipment should meet the applicable codes at the time of the upgrade. The PYC Marina also has available isolation transformers if they are required.

HC81- A water electrical shock sensor should be provided for whenever students are swimming at the dock. If an electrical field is detected students are moved away from the dock and marina maintenance informed.

HC82- When water electrical shock conditions prevent planned swimming activities, the swimming activities (capsize drills) should be moved to a safe location such as the Oyster Plant Park dock (an unpowered dock)

HC83-No live electrical devices of any kind should be allowed in the fuel storage locker (posted sign) nor while fuel transfers are taking place at fuel locker.

HC84-Only easily handled fuel containers with a spill proof valved spout compliant with the latest laws are recommended. Refueling should only occur when students are not present, preferably ensuring that the fuel tank is full at the beginning of the week before the week's class starts and refilled as required before or after class. Fuel spills should be cleaned up immediately. Large escort boats should be fueled at a fueling station. Refueling of escort boats should be at the beginning of the week before the week's class start and as required. Filling of the fuel containers should only occur at a gas station.

### *Keel Boat and Mast Raising Safety*

HC85- Students on keel boats are being introduced to sailing on larger sailboats and are encourage but not required to participate in the operation of the boat. A crew sufficient to operate the boat is required which must include at least one Instructor.

HC86-Keel boats are required to have all required safety equipment and capabilities of an escort boat.

HC87- Sailing operations and boat assembly are restricted to only areas with no overhead powerlines low enough to contact all boats used by the JSP (including dinghies, keel boats, and escort boats). See EAP Map.

# Emergency Action Plan

## Club Location

Poulsbo Yacht Club 18129 Fjord Drive NE, Poulsbo WA 98370

## Emergency Contacts (in call order)

1. Secondary Rescuer (Safety Officer) calls 9-1-1 with location, Emergency Extraction Location, and describe the emergency (if no cell service hail coast guard via VHF channel 16). The Primary rescuer is attending the injured person.
2. Secondary Rescuer (Safety Officer) calls the Director via VHF radio on prearranged channel and describe the emergency and who is injured.
3. Director contacts the member/student Emergency Contact: the number is located in the Class Documentation
4. Director calls Executive Director and describes the situation: the phone number is located in the class documentation.
5. Executive Director calls PYC Commodore and describes situation: the phone number is located on club web site.
6. The Director acts as the communication hub for this emergency with all communications other than with emergency services through the Director.

## Emergency Procedures

### General Emergency Principles

- People First, Equipment Last
- Move all persons to safety from any danger as quick as possible.
- Take injured person(s) into an escort boat and remove them from any danger.
- Provide necessary and appropriate first aid, use your training!
- Take care not to put yourself or others in danger conducting a rescue.
- Use caution. Watch for hazards (including equipment or person(s) in the water).
- “If you think you should call 911, call 911!”
- Transport the injured person(s) to the nearest emergency extraction point (see map) or as directed by Emergency Services.
- Continue providing appropriate first aid until Emergency Services arrive.

### Emergency Injury Procedures

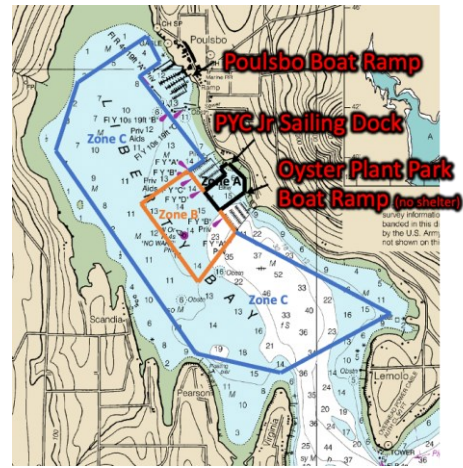
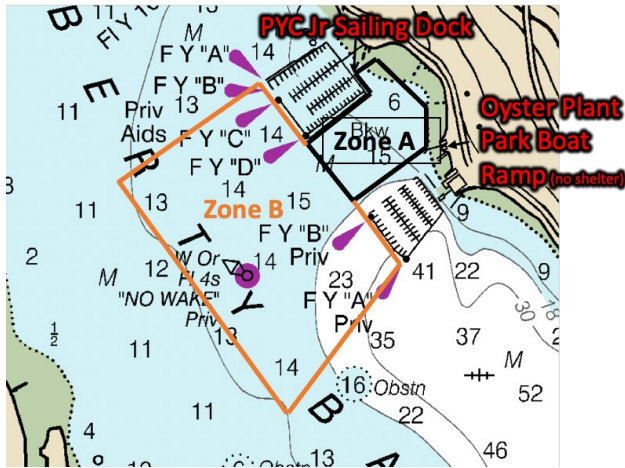
- FOUR (4) horn blasts and/or VHF radio calls to the Instructors and Safety Officer initiates the EAP.
- Communication coordination via voice/radio between the Instructors and Safety Officer(s) immediately assigns the Primary Rescuer, the Secondary Rescuer, and Class Leader.

- The Primary Rescuer makes the rescue (typically an Instructor but a Safety Officer should make the rescue if it is necessary).
- The Secondary Rescuer (typically the Safety Officer) calls 911 (if required) and stays on the phone with Emergency Services. If no cell service hail the coast guard on VHF channel 16.
- The Secondary Rescuer then hails the Director on the radio and informs the Director of the situation while staying on the cell phone with Emergency Services.
- The Secondary Rescuer then assists the Primary Rescuer as necessary.
- If required, the Secondary Rescuer moves to the boat the victim is in to assist.
- If required, while the Primary Rescuer is treating the victim, the Secondary Rescuer drives the victim to the most appropriate Emergency Extraction Point, or the location directed by the Emergency Services, informing Emergency Services of the destination and approximate arrival.
- The Primary and Secondary Rescuers determine what care is needed (CPR, rescue breathing, first aid) and provide appropriate care until Emergency Services arrives (if Emergency Services has been summoned) or the victim is transferred to their parents/guardian care.
- If the injury is serious, Emergency Services may transport the individual to the local emergency room.
- The Primary Rescuer should accompany the student to the local emergency room to provide information about the incident and to meet with the parents when they arrive.
- The Instructors provide the victim's medical information to the Emergency Services
- The Director notifies the parents/guardians.
- The Director notifies the Executive Director.
- All communication between all parties other than the Emergency Services are through the Director.
- The Class Leader (typically an Instructor) takes control of the class and directs the students to Zone A. Under no circumstances is the class left without a minimum of one Instructor or Safety Officer in one escort boat.
- The Class Leader's primary role is to ensure the safety of the students, class instruction is suspended.
- The Class Leader tows any abandoned boat(s) to Zone A.
- If the class is operating outside of Zone A, B, or C then the students are directed to stay with the remaining escort boat until a plan to proceed is established.
- An Accident/Incident report is completed by personnel present at the incident the same day.
- If this is a major accident/incident then ask witnesses to fill out a witness statement and attach it to the accident/incident report.

### **Adverse Weather, Waves, Lightning Procedures**

- In the event of sudden adverse weather, waves, or lightning the Instructors, Directors, and Safety Officers should direct or tow the students to the nearest safe location along the shore except for any No Landing Areas (See EAP Map) or move all students to the escort boats.

# Approved Sailing Zones and Emergency Extraction Location Maps



## Weekly Class Safety Checklist

Signed \_\_\_\_\_

Date \_\_\_\_\_

This completed checklist must be provided to the Director at the end of the week

Training approval of Instructors/Directors/Safety Officers (I/D/S), Others Beginning of week

All I/D/S training verified by Executive Director in advance

Parent certification of student swim/approved medication/medical Beginning of week

All Parental & Student certifications are verified by Executive Director in advance

D/S complete Safety Plan Briefing Beginning of week

List of students and number of students provided to I/D/S Beginning of week

I/D/S emergency cell numbers contacts list Beginning of week

I/D/S copy of Emergency Action Plan Beginning of week

Student PFD type and fit check Beginning of week

Student dinghy check (no safety issues, tow attachment in place) Beginning of week

Student instruction on dock safety Beginning of week

Student instruction on entering cold water safely Prior to in water Capsize Training

Student instruction on righting a capsized boat Prior to in water Capsize Training

Water Elect. Shock Monitor and Hook Check Prior to in water Capsize Training

Student instruction on safety check and rigging of their dinghy Prior to First Sail

Student instruction on safely operating the dinghies Prior to First Sail

Potable water check (classroom/escort boat) Beginning of week

- |  |                   |
|--|-------------------|
| Student PFD, clothes, and shoes check<br><input type="checkbox"/>      | Beginning of week |
| I/D/S radio operation and channel check<br><input type="checkbox"/>    | Beginning of week |
| Waterproofed cell phone charge check<br><input type="checkbox"/>       | Beginning of week |
| I/D/S lightning monitor app check<br><input type="checkbox"/>          | Beginning of week |
| Daily sail plan if outside of Zones A or B<br><input type="checkbox"/> | Beginning of week |

## Weekly Escort Boat/Personnel Safety Equipment Checklist

This completed checklist must be provided to the Director at the end of the week

Signed \_\_\_\_\_

Date \_\_\_\_\_

- |   |  |
|---|--|
| Kill cord   | Beginning of week <input type="checkbox"/> |
| Tow rope  | Beginning of week <input type="checkbox"/> |
| Boat hook/oars/paddles  | Beginning of week <input type="checkbox"/> |
| Type IV rescue throw device/rope (16' or more)                | Beginning of week <input type="checkbox"/> |
| Fuel Level Check (full)                                       | Beginning of week <input type="checkbox"/> |
| First aid kit   | Beginning of week <input type="checkbox"/> |
| Horn  | Beginning of week <input type="checkbox"/> |
| Knife to cut entanglement lines                               | Beginning of week <input type="checkbox"/> |
| Ladder (if side over 20" above water)                         | Beginning of week <input type="checkbox"/> |
| Visual Distress signal (day and night) Flares (16 ft or more) | Beginning of week <input type="checkbox"/> |
| Fire Extinguisher/Fully Charged (if required to be equipped)  | Beginning of week <input type="checkbox"/> |
| Anchor (16 ft or more)  | Beginning of week <input type="checkbox"/> |
| Boat installed Marine VHF Radio                               | Beginning of week <input type="checkbox"/> |

# Accident/Incident Report Form

Not to be used for maintenance issues

(Fill out 1 on each incident or person, use back if necessary, and deliver to the Executive Director)

Organization Name Poulsbo Yacht Club. 18129 Fjord Dr NE. Poulsbo WA 98370 Date \_\_\_\_\_

Name of Person Involved \_\_\_\_\_ Age \_\_\_\_\_  Student  Staff  Visitor

(if not on file) Address and Phone Number \_\_\_\_\_

Name of Parent/Guardian (if minor) \_\_\_\_\_

(if not on file) Address and Phone Number \_\_\_\_\_

Name of Witnesses/phone number if not on file (You may wish to attach signed statements.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Type of Accident/Incident  Accident  Behavioral  Other (describe)

Date/Time of Accident/Incident Date \_\_\_\_\_ Time \_\_\_\_\_  a.m.  p.m.

Describe the sequence of activity in detail including what the (injured) person was doing at the time (continue on back)

Where occurred? (Specify location, including location of injured and witnesses. Use diagram to locate persons/objects.)

Was injured participating in an activity at time of injury?  Yes  No If yes, what activity?

Any equipment involved in the Accident/Incident?  Yes  No If yes, what kind?

Cause of Accident/Incident, if known \_\_\_\_\_

Was 911 called?  Yes  No

Emergency procedures followed at time of Accident/Incident \_\_\_\_\_

By whom? \_\_\_\_\_

First Aid administered?  Yes  No If yes, what kind? \_\_\_\_\_

By whom? \_\_\_\_\_

Was injured party referred for medical assistance?  Yes  No

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

Name of person who accompanied injured person to medical assistance: \_\_\_\_\_

Submitted by \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Accident/Incident Corrective Actions and Closure (filled out by the Executive Director)

Corrective Actions \_\_\_\_\_

Executive Director Accident/Incident Closure Approval \_\_\_\_\_ Date \_\_\_\_\_