

What to do after an Incident: a Checklist

In case of an Incident, Accident, Violation or other such Interactions (See definitions in “Rules & Regulations”, in the 2011 Handbook) The following are only certain of the requirements:

Step 1: Gather Information

- Name and number of Sail Chicago (SC) boat.
- Date and time of Incident.
- Weather, including wind direction and estimated speed, at time of Incident.
- SC skipper of record, mate, skipper at helm, crew, passengers (SC members and non-SC). Addresses and phone numbers of all.
- Location of boat during Incident, including mooring can numbers, if applicable.
- Name and location of other boat(s) or property involved with name and phone number of boat owner, skipper and passengers, including mooring can numbers, if applicable.
- Names of witnesses with boat locations and phone numbers.
- List of damage to all boats/property.
- List all injuries, with treatments and hospitalization.
- Program status during Incident (Private, Instruction, Tiller Time, Racing).
- Functions of non-SC boat(s) (moored, racing, cruising, etc.).
- Your description of Incident; include diagram, if helpful.
- In hindsight, would you do anything differently?
- Towed by Marine Police, or a commercial towboat? Potential charge?

Step 2: Notify Harbor Master as soon as possible.

Harbor Master will not give you copy of Report; take notes of what you report.

Step 3: Notify the Chair and the Safety Director “immediately” for any accident. Notify the Safety Director within 24 hours for any incident, violation or interaction..

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Step 4: Call the SC Maintenance Hotline and/or the Boat Manager immediately if the SC boat is damaged and you are taking the boat out-of-service.

Step 5: Send a written report/diagram to the Safety Director within 3 days.

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Please sail sensibly and responsibly.

Consider clipping and saving these instructions.

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