

SAIL CHICAGO EMERGENCY ACTION PLAN (EAP)

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OBJECTIVE

The Emergency Action Plan (EAP) sets out how Sail Chicago members should react in the event of an accident/incident. This should assist them in making correct decisions and taking appropriate action, thereby:

- Preventing the accident/incident deteriorating further.
- Ensuring the continued safety of members not immediately involved in the accident/incident.
- Insuring that casualties are given appropriate care in a timely and effective manner.

Points to consider:

The safety and welfare of participants, <u>not equipment</u> , is the number one priority.	Act first and foremost with the safety and well being of people in mind rather than equipment. Equipment can be replaced and is properly insured.
People not already involved in an incident should not be put at risk.	In the heat of an incident, it is easy to forget that safety and supervision need to be maintained for any people afloat and not just at the scene of the incident.
Identify who has responsibility and command at a particular stage of an incident.	On training courses this would usually be the Senior Instructor. Determine how and when Sail Chicago management is informed of an incident.
Ensure casualties are adequately cared for, by qualified people and in an appropriate manner.	Try to prevent well intentioned people from doing more harm than good by moving casualties unnecessarily of providing inappropriate care.
Determine how and when emergency services are contacted.	Liaise with emergency services prior to an incident occurring to ensure they know where you are and where to meet boats bringing casualties ashore.

EMERGENCY PROCEDURE

Roles and Responsibilities of Those Involved

Call for Assistance: Someone who is calm under pressure and who communicates well over the radio or telephone, should determine who to call and call the appropriate authority.

Care: Provide immediate care for the injured or ill person. Care should be performed by the most qualified individual on the scene.

Emergency Communication

Communication is the key to quick delivery of care in emergency situations. The following methods of communication are available:

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- VHF Radios: Marine VHF Radios are provided aboard Sail Chicago Colgate 26s and Cruising Boats. Sail Chicago Rhodes 19 and Ideal 18 sailboats are not provided with Marine VHF Radios. However, it is the responsibility of the skipper to have a working Marine VHF Radio or Cell Phone for both program sails and private rentals when aboard Sail Chicago vessels.
- Cellular phones: Each skipper should have a working cellular phone on their person.

Note: A laminated checklist with a list of emergency call numbers has been placed in a waterproof safety equipment container onboard all Sail Chicago vessels.

If one of the following situations occurs on the water, you are required to immediately notify the Chicago Marine Police Unit or the United State Coast Guard (USCG):

- A serious injury or a death;
- A vessel is likely to sink; or
- It is necessary to abandon the vessel

Hail the Chicago Marine Police Unit or USCG OR call the appropriate emergency telephone number if greater than 15 minutes from the **nearest** harbor.

Chicago Marine Police: VHF Channel 16, or call 312-342-3206.

US Coast Guard: VHF Channel 16, or call 773-768-4093 or 4094.

Emergency Response – **911**

You are required to comply with all directions of law enforcement officials, which may include boarding, towing, or abandonment of your vessel.

Provide the following information:

- Name of Vessel/Your Position – **First!!!**
- Nature of the distress/emergency;
- Number of persons onboard; and
- Description of your vessel.

Give your name, address, and the identification of your vessel, in writing, to any person injured and to the owner of any property damaged in the collision, accident, or other casualty.

Once emergency communication has been established with the appropriate emergency responders, inform the Sail Chicago Safety Director and the Chairperson.

Accidents

When involved in a boating accident that has caused a medical emergency, the Sail Chicago participants (skipper if able) are required to:

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1. Secure emergency medical assistance by contacting:

If life-threatening emergency **DIAL 911** from a cell phone. 911 dispatchers will notify both the Police and Chicago Fire Dept. Helicopter and SCUBA Unit, as appropriate.

US Coast Guard: VHF Channel 16, or call 773-768-4093 or 4094.

Chicago Marine Police: VHF Channel 16, or call 312-342-3206.

Provide Information to emergency personnel:

1. Your Name, address, phone number
 2. Number of individuals injured
 3. Condition of the injured
 4. Care being given to the injured
 5. Other information as requested
2. Render assistance to other persons affected, as may be practicable and necessary in order to save them from or minimize any danger.
 3. Provide immediate care for the injured or ill person and it should be performed by the most qualified individual on the scene.
 4. If Accident occurred during an Instruction Class, Tiller Time, or Member Cruise Outing, subsequent to the steps above, contact the Sail Chicago Lead Instructor, John Lemon, at 773-297-6505.

Types of Emergencies

Medical Emergencies:

- Head injuries: struck by sailboat boom. All head injuries are serious!
- Hypothermia: immersion in water.
- Heat exhaustion/Heat stroke: exposure in summer sun.
- Serious bleeding: cuts/lacerations from tools, propeller.
- Eye injury: chemical, physical.
- Stings: bees, insects.
- Fracture/Dislocation: collision.
- Cardiac arrest: through exertion.
- Poisoning: cleaners, bottom paints.

Boat Related Emergencies:

- Capsize/Falls overboard; dock or boat.
- Fire: boat engine and/or fuel.
- Collision: with other boats, rocks, breakwater.
- Running aground or taking on water due to poor navigation or a mechanical failure.

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Natural Emergencies:

- Inclement Weather:

In the case of inclement weather (i.e. thunder storms, hail, tornado), all sailing activities should immediately cease, other than to seek safety. All skippers, including crew and instructors are encouraged to use their best judgment and err on the side of safety.

- Lightning:

All water activities should immediately cease at the first sign of lightning anywhere in the region. Utilize local radar, radio reports and on-site visual valuation to minimize the risk of injury. The following guidelines must be observed if it appears that lightning is possible for the area:

Radio: Both on shore and on-the-water should monitor VHF channel 16 or Weather Channel 1 for current, local conditions.

On-site: Visual evaluation should always observe lightning and proximity.

If lightning is observed or predicted in the immediate area, all boats on the water should return to shore or seek shelter. Activity may resume thirty (30) minutes AFTER the last lightning strike.

- Squalls:

1. Preemptively reduce sail area by reefing, furling, or dropping sails as appropriate, and proceed directly to the nearest harbor. Note, the nearest harbor may not be the vessel's home harbor. Secure vessel to available mooring or dock until squall passes. Do not attempt to reach a vessel's own mooring under sail in high winds, any available mooring will do in case of emergency.
2. Ready the vessel's ground tackle (anchor and rode) and mooring gear in case needed.
3. If the vessel has auxiliary propulsion, ready for its usage.
4. If vessel has a cabin, secure hatch boards to prevent flooding in case of a knockdown.
5. If wind conditions or sea state deteriorate beyond the capabilities of the skipper or vessel to return to harbor, deploy ground tackle and drop all sails.
6. Once squall has passed, check for damage or injuries, and return vessel to home mooring.

RECORDING ACCIDENTS AND INCIDENTS

How to Record an Accident/Incident

Use the Sail Chicago Incident/Accident Report Form; revised March 12, 2013.

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What to include in your report:

- What was the person doing immediately before the accident/incident?
- What was the person doing when the accident/incident occurred?
- What actually caused the injury?
- What happened immediately subsequent to the accident/incident?
- Was First Aid administered and if so, by whom was it administered?
- Were they taken to or asked to go to a doctor or hospital?

Dealing With a Major Accident

Following a major accident:

- Ensure that you identify and get statements from competent witnesses while they are still around.
- If at all possible, remove key personnel and witnesses from the shore side accident area so that you may talk to them away from the press.
- When convenient, the Chairperson should prepare a written statement that you can give to the press. Keep it simple, to the point and based on established facts. e.g. see sample below:

“The Sail Chicago Organization regrets to announce the injury of a crewmember who fell overboard from a sailboat while racing.

Name of boat

When

Where

We wish to extend our deepest sympathy to the family and relatives. A full statement will be released at 1400 tomorrow.”

- Give yourself sufficient time to collate the information.
- Don't hold a press conference.
- Decide who will speak to the press and ensure the members know who it is.
- Members should not speak to the press without specific authorization.
- Keep a list of who you have spoken to and who has contacted you.
- If there has been a fatality or serious injury, the Chairperson will contact the appropriate people and inform the next of kin. Do not release the names of any casualties until the Chairperson has informed the family, even if other's, including the press, appear to know who it is.
- Keep anything that you feel might be relevant to the accident e.g. life jackets, log books, boats and boat equipment.

APPENDIX

Incident/Accident Report

Sail Chicago Incident/Accident Report	
Incident #	Date of Incident/Accident:
Boats Involved, Location, Mooring:	
Skipper of Record of Sail Chicago boat (name, phone, e-mail):	
Helmsman on Sail Chicago boat (name, phone, e-mail):	
Crew/passengers on Sail Chicago boat (names, phone, emails):	
Skipper of other boat (if possible, name, phone, email):	
Description of what happened (wind direction and speed, etc.):	
Description of damages, all boats/property involved:	
Injuries	
Description of any injuries:	
What was the injured person(s) doing immediately before the accident/incident?	
What was the person(s) doing when the accident/incident occurred?	
What actually caused the injury(ies)?	
What happened immediately subsequent to the accident/incident?	
Was First Aid administered and if so, by whom was it administered?	

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Were the injured taken to or asked to go to a doctor or hospital?	
What learned from Incident/Accident:	
Was a Report made to the Harbormaster? (Y/N) _____ If yes, report made on date(mm/dd/yy): _____	
I hereby certify that all information submitted on this form is true and accurate, to the best of my ability and recollection: <input type="checkbox"/> (Check if by electronic submission and cannot sign form)	
Signature of Skipper of Record: _____ Date: _____	
Signature of crew (if crew agree with skipper's descriptions. If don't agree, submit alternate Incident/Accident Report):	
_____	Date: _____
_____	Date: _____
_____	Date: _____
Additional Information, after initial submission:	
Name/signature: _____ Date: _____	
Insurance Information for Insurance Director:	
Name/signature: _____ Date: _____	
Final Disposition:	
Name/signature: _____ Date: _____	

End of Incident/Accident Report No:.....

VHF Marine Radio Protocol

General

- Recreational vessels voluntarily equipped with a VHF radio are not required to have the radio switched on **but when on, channel 16 must be monitored** .
- Transmissions within a short distance of the calling station should be made on the one watt (low) setting so as not to overpower the other stations.
- Channels
 - Wx 1,2,3 - Weather
 - 16 - Distress .Safety and Calling frequency and all non-emergency calls must be moved to a "working" channel once contact is made
 - 22a - United States Coast Guard non-emergency communication
 - 68, 69, 71, 72 and 78 - Working channels for non-commercial use
- Keep all transmissions as short, concise and polite
- When you are transmitting, remember that everyone on the same channel can hear your transmission and cannot transmit while you are communicating
- When used for hailing, any single calling transmission initiated on channel 16 must not be longer than 30 seconds duration; if no reply is received, there must be a two minute pause before trying to contact again; a maximum of three contact attempts may be made after which there must be a pause of 15 minutes (may be reduced to three minutes if it will not interfere with other radio traffic)
- Finish each transmission with "OVER" if you expect/want a response
- When you are done with your transmission, use the term "OUT".

Emergencies and Safety

- "Maydays" are first priority distress calls used when there is imminent danger of loss of life or vessel.
- "Pan—Pan" (pahn pahn) distress calls are the next highest distress priority used when there is danger to a vessel or a person in sight or onboard.
- "Securite" (see-cure-i-tay) are third priority safety messages to notify mariners of items relating to navigational safety or weather.

Example: "Mayday, Mayday, Mayday, this is sailing vessel Albatross, location approximately 1 nautical mile east of Navy Pier, we are taking on water and have 4 crew members aboard."

Radio Procedure

- **Initial Hailing:** "(Vessel Name, Vessel Name)", This is (name of your vessel) OVER ~ (repeat vessel' s name 2 times when hailing - e. g., TowBoat, TowBoat,
- **Hailed Vessel Responds**
 - Instruct Hailed Vessel to Switch to a working channel: "(Vessel Name) switch and listen on channel 69, OVER"

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- **Hailed Vessel Responds**
 - Switch your radio to Channel 69 ("Vessel Name, Vessel Name) this is (name of your vessel) – OVER”
- **Hailed Vessel Responds**
 - “(Vessel Name), how do you hear me on Channels 16 and 69, OVER
- **Hailed Vessel Responds**
 - “Thank you (Vessel Name) - this is (name of your vessel & call sign) OUT)”
 - Switch your radio back to Channel 16 and monitor while underway

NOTE: DO NOT request a 'general" radio check on channel 16 - proper procedure requires that a specific vessel or base station be hailed

Emergency Phone Numbers

Chicago Marine Police Unit: 911 or 312-742-3208. On 911, the dispatcher will notify both the Police and Chicago Fire Dept. Helicopter and SCUBA Unit, as appropriate.

Chicago Fire Dept. ambulance, helicopter and SCUBA unit: 911. On 911, the dispatcher will notify both the Police and Chicago Fire Dept. Helicopter and SCUBA Unit, as appropriate

United States Coast Guard:

VHF Channel 16 – **emergency** or 800-321-4400 or 773-768-4093 and 4094.

VHF Channel 22a - **non-emergency** or 773-768-4093 and 4094.

TowBoat US dispatch: 800-391-4869 or Channel 16; Sail Chicago member number 5405427.
Towing for Priorities ONLY.

Chicago Harbor Masters:

Belmont: 312-742-7673 or Channel ____.

Montrose: 312-742-7527 or Channel ____.

DuSable: 312-742-3577 or Channel ____.

Monroe: 312-742-7643 or Channel 68.

Burnham: 312-742-7009 or Channel ____.

31stSt. Harbor: 312-225-6469 or Channel ____.

Jackson Park: 773-288-1065 or Channel ____.

Sail Chicago Chairperson:	Chris Schuler	mobile: 773-230-5599
Sail Chicago Safety Director:	Andy Miller	mobile: 630-253-4134
Sail Chicago Asst. Safety Director:	Mike Swisher	mobile: 708-359-8278
Sail Chicago Lead Instructor:	John Lemon	mobile: 773-297-6505

END OF EMERGENCY ACTION PLAN