

Everything you need to know about creating the best Emergency Action Plan!

Brad Baker – Program Supervisor
Junior Sailing Program – Beaufort, NC



Welcome!

Brad Baker

- Program Supervisor - Junior Sailing Program
- National Safe Boating Council Certified Instructor
- USCG 100 Ton Master, Sailing & Towing Endorsements
- US Sailing Level 3 Instructor



Who's this for?
What you'll learn.
**Why you should
have an EAP.**





**An Emergency
Action Plan (EAP)
is a critical
component of an
overall safety
program. It
integrates into a
comprehensive
safety strategy.**



Background



- Took over the Junior Sailing Program in 2024.
- We did not have an EAP.
- So, we looked at what other orgs had done.
- Pretty proud of ourselves.



First Draft

Emergency Action Plan

EMERGENCY OR LIFE-THREATENING INJURY

- Remove person from danger.
- Render assistance. (Instructor closest to the injured sailor.)
- Instructor rendering assistance communicates situation with other instructors.
- If in doubt about calling 911, contact the Program Supervisor. (813) 528-3291.
- **Call for Help & Emergency Medical Attention:**
 - **9-1-1**
 - **Local US Coast Guard: VHF#16 (A call to 9-1-1 will also be patched into the Coast Guard)**
- Monitor and administer first-aid. An AED (automated external defibrillator) is located in the classroom for anyone experiencing sudden cardiac arrest.
- Transport the injured person ashore to the designated first responder meeting location.
- Send someone to meet/direct Emergency vehicles.
- Transfer injured to care of Emergency Team, with sailor's Medical Form.
- Check equipment for damage.
- Debrief and inform key people: Program Supervisor, Director of Operations, family of injured.
- Complete an Incident Report.

BE PREPARED TO TELL 9-1-1

- Current location of injured person:
 - Gallants Channel – 293 West Beaufort Road Extension, Beaufort, NC
 - We are at the dock which is under the Gallants Channel Bridge
 - 34° 43' 37" N - 076° 39' 56" W
- Description of boats (if requesting on-water help)
- Where you plan to bring injured person ashore (see above)
- Age/gender/number of injured people
- Type of injury/situation
- Your name and call back number
- Emergency Response Pick-Up Location:
 - Gallants Channel – 293 West Beaufort Road Extension, Beaufort, NC
 - We are at the dock, which is under the Gallants Channel Bridge
 - 34° 43' 37" N - 076° 39' 56" W



SEND SOMEONE TO WEST BEAUFORT ROAD TO DIRECT EMERGENCY VEHICLES.

OUR LOCATION: 293 WEST BEAUFORT ROAD EXTENSION - AT THE DOCK, WHICH IS UNDER THE GALLANTS CHANNEL BRIDGE.

IF THE PERSON CANNOT BE TRANSPORTED BACK TO THE LAND LOCATION, GIVE 911 OR THE COAST GUARD THE SPECIFIC WATER LOCATION.

EMERGENCY NUMBERS/ORGANIZATION NUMBERS

- 9-1-1
- Program Supervisor - Brad Baker (813) 528-3291
- Director of Operations - Brent Creelman (252) 422-6452
- Local Coast Guard: VHF#16 (252) 247-4583
- Beaufort Police Department: (252) 728-4561

Annually, this Emergency Action Plan is reviewed, revised, and practiced. This card is posted prominently in multiple locations at our facility - near the phones/VHF, dock office, front office, etc. It is also laminated and attached to each safety and coach boat.

Junior Sailing Program



**Until I took it to our
Fire Department
Chief ...**

“Looks good, but you’re
missing ...”

- Shelter-In-Place
- Fire Emergencies
- Weather Emergencies

“And what happens if
you’re away from the
facilities?”





Emergency Action Plans



Rev. 6/9/2024

Emergency Preparedness Overview

WHY WE HAVE EMERGENCY ACTION PLANS

Emergencies, disasters, accidents, injuries, or crimes can occur at any time without warning. It's best to be physically and psychologically prepared to handle unexpected emergencies as an individual, as well as an Instructor.

These Emergency Action Plans have been developed to assist in minimizing the negative effects of such events. Please read these Plans thoroughly before an emergency occurs, become acquainted with its contents, and keep the Plans in designated places for immediate reference.

PLEASE DO NOT FILE THIS DOCUMENT! Once you are familiar with the information, you will be better prepared to protect yourself, students, and coworkers. If you have any questions concerning a unique situation not covered in these Plans or need additional information, contact Brad Baker, Program Supervisor, at bradbaker@mac.com or 813-528-3291.

WHAT YOU CAN DO TO PREPARE

- Post these Plans in a prominent place.
- Become familiar with the quickest exit routes from your location.
- Understand where the designated rally area is. (in most cases - the Main Pavilion by the parking lot)
- Locate the nearest fire extinguisher and fire alarm station, and know how to use the equipment.

GOALS

- Ensure that all staff understand the procedures for emergencies on campus.
- Create a safe environment for students to learn, and our faculty and staff to work.
- Network and build partnerships with local agencies.

REMINDERS

- Maintain a calm and poised demeanor at all times to reassure your students and to assist you in making good decisions during an emergency.
- In an emergency, make sure to gather the Daily Attendance Log, student Medical Forms from the classroom, and these Plans.
- Always find ways to improve your situational awareness.
- Learn all you can about your students and their families, relative to their safety.
- Be vigilant at all times, even if you are not assigned a duty.
- Close the classroom door if you are not in the classroom.
- Annually, these Plans are reviewed, revised, and practiced.
- The Parent Liaison has a copy of these plans and they are posted prominently in multiple locations at our facility.
- The Medical Emergency sheet is also laminated and attached to each safety/coach boat.



Junior Sailing Program



Rev. 6/9/2024

'Plans' not 'Plan'

Added a 'Why'

Emergency Action Plan

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- If in doubt about calling 911, contact the Program Supervisor. (813) 528-3291.
- **Call for Help & Emergency Medical Attention:**
 - 9-1-1
 - **Local US Coast Guard: VHF#16 (A call to 9-1-1 will also be patched into the Coast Guard)**
- Monitor and administer first-aid. An AED (automated external defibrillator) is located in the classroom for anyone experiencing sudden cardiac arrest.
- Transport the injured person ashore to the designated first responder meeting location.
- Send someone to meet/direct Emergency vehicles.
- Transfer injured to care of Emergency Team, with sailor's Medical Form.
- Check equipment for damage.
- Debrief and inform key people: Program Supervisor, Director of Operations, family of injured.
- Complete an Incident Report.

BE PREPARED TO TELL 9-1-1

- Current location of injured person:
 - Gallants Channel – 293 West Beaufort Road Extension, Beaufort, NC
 - We are at the dock which is under the Gallants Channel Bridge
 - 34° 43' 37" N - 076° 39' 56" W
- Description of boats (if requesting on-water help)
- Where you plan to bring injured person ashore (see above)
- Age/gender/number of injured people
- Type of injury/situation
- Your name and call back number
- Emergency Response Pick-Up Location:
 - Gallants Channel – 293 West Beaufort Road Extension, Beaufort, NC
 - We are at the dock, which is under the Gallants Channel Bridge
 - 34° 43' 37" N - 076° 39' 56" W



SEND SOMEONE TO WEST BEAUFORT ROAD TO DIRECT EMERGENCY VEHICLES.

**OUR LOCATION:
293 WEST
BEAUFORT ROAD
EXTENSION - AT
THE DOCK, WHICH
IS UNDER THE
GALLANTS CHANNEL
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**IF THE PERSON
CANNOT BE
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Junior Sailing Program



Rev. 1/8/2024

Old

Medical Emergency



EMERGENCY OR LIFE-THREATENING INJURY

- Secure scene.
- Remove person from danger.
- Render assistance. (The most capable Instructor, closest to the injured sailor.)
- Instructor rendering assistance communicates the situation with other Instructors.
- **Call for Help & Emergency Medical Attention:**
 - 9-1-1
 - **Local US Coast Guard: VHF#16**
- Send someone (Staff member or Parent Liaison) to the road entrance (next to the big bouy) so they can direct emergency vehicles to Gate 1. Make sure both gates are swung open.
- Monitor and administer first-aid. An AED (automated external defibrillator) is located in the classroom for anyone experiencing sudden cardiac arrest. First aid kits are located in the shed and in the classroom. If possible, transport the injured person ashore to the designated first responder meeting location, located at the land end of the main dock.
- Transfer injured to care of the first responders, and hand off the sailor's Medical Information and Consent Form, which is located in the classroom.
- Do a head count of the students under your control to determine if all students are in place.
- Check equipment for damage.
- Debrief and inform key people: Program Supervisor, Director of Operations, family of injured.
- Complete an Incident Report.

IF THE ACCIDENT OCCURS AT OR CLOSE TO:

JSP DOCK • Call 9-1-1	CARROT ISLAND • Transport to the Maritime Museum Watercraft Center • Call 9-1-1	PHILLIPS ISLAND* • Transport to the Radio Island Public Boat Ramp • Call 9-1-1	ON WATER • Be ready to relay your location • Call 9-1-1
TELL 9-1-1: <ul style="list-style-type: none"> • Type of injury/situation • Current location of injured person: Gallants Channel – 171 West Beaufort Road Extension • We are at the dock which is under the Gallants Channel Bridge - Gate 1 • 34° 43' 37" N - 076° 39' 56" W • Where you plan to bring injured person ashore (see above) • Age/gender/number of injured people • Your name and call back number 	TELL 9-1-1: <ul style="list-style-type: none"> • Type of injury/situation • Current location of injured person • Where you plan to bring injured person ashore: Maritime Museum Watercraft Center in downtown Beaufort: 320 Front St. • Age/gender/number of injured people • Your name and call back number 	TELL 9-1-1: <ul style="list-style-type: none"> • Type of injury/situation • Current location of injured person • Where you plan to bring injured person ashore: Radio Island Public Boat Ramp, (north side of the eastern end of the Morehead City High-rise Bridge) • Age/gender/number of injured people • Your name and call back number • Phillips Island (or Chimney Island) is the one with the abandoned chimney 	TELL 9-1-1: <ul style="list-style-type: none"> • Type of injury/situation • Current location of injured person: <u>Your on water location</u> • Description of your boat • Age/gender/number of injured people • Your name and call back number

ORGANIZATION NUMBERS

- Program Supervisor, Brad Baker (813) 528-3291
- Director of Operations, Brent Creelman (252) 422-6452

Junior Sailing Program



EMERGENCY NUMBERS

- 9-1-1
- Local Coast Guard: VHF#16

Rev. 6/9/2024

New

Shelter-In-Place Procedures



SHELTER-IN-PLACE PROCEDURES:

- Call 9-1-1.
- Business Name and Address: Junior Sail Program on Gallants Channel – 293 West Beaufort Road, Gate 3
- In the event a person is on our campus with the intent to do harm, announce it to the students in the best way possible, "An intruder is on campus."
- Staff should attempt to get any students that are outside into a classroom safely and quickly.
- If a class is outside playing, instruct students to go to the nearest classroom.
- Lock the doors and turn off the lights.
- Turn off all sources of sound, including cell phones, VHF radios, and walkie-talkies.
- Move students out of view and away from doors and windows.
- Keep students quiet.
- Put all cell phones on vibrate and only use in case of extreme emergency or to report information regarding the intruder.

EVACUATION PROCEDURES:

- A law enforcement team will enter each room, make contact with those inside, and clear the room.
- If the doors are locked, confirm the identity of the law enforcement before letting them in.
- You and your students will be given clear instructions on how to leave the room. It is extremely important to follow all instructions given.
- Leave all belongings behind.

ACTIVE SHOOTER PROCEDURES:

RUN – In extreme cases with no other options, and you and your students face an imminent threat; the situation may dictate running.

- Move away from violence or shooting, which may involve going through windows or other unconventional means if normal exits are blocked.
- Move to a safe location. (Classroom, Sail Shed, Tool Container, Moviescreen Container)
- Move again if necessary, based on good information.
- Have an escape route and plan in mind.
- Leave personal belongings behind.

HIDE

- Shelter in place or hide from the shooter's view.
- Lock and barricade doors and windows.
- Turn off lights.
- Cell phones should be on vibrate or silenced.
- Take cover under dense, solid objects that might be effective in stopping bullets.

FIGHT – Use this response only as a last resort and only if your life or the lives of the students around you are in imminent danger.

- Attempt to overpower or disarm the shooter.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the shooter, such as hard back books, staplers, or any objects that have weight.

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Fire



FIRE PROCEDURES

- Since there are no fire alarms, announce it to the students in the best way possible, "Fire in the building."
- Call 9-1-1, and provide the following:
 - Business Name and Address: Junior Sail Program on Gallants Channel – 293 West Beaufort Road, Gate 3
 - Nature of fire.
 - Fire location (building).
 - Name of person reporting fire.
 - Telephone number for return call.
- Respond immediately by having students line up, get your Emergency Action Plans and the Daily Attendance Log, open the door and look for students not in the class.
- Keep your cell phone with you.
- Exit the building quietly and quickly by assigned routes.
- Move to the designated rally area. (Main Pavilion by the parking lot)
- Do a head count.
- Follow instructions of emergency personnel.

Note: Fire extinguishers are located at both classroom exit doors. If the fire is small, is not spreading to other areas, and you are comfortable using the fire extinguisher, you can attempt to put out the fire. Regardless, notify the Fire Department via 9-1-1.

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Shelter-In-Place

Fire

Weather Lockdown



- Typically, a Weather Lockdown would be initiated for a tornado, waterspout, lightning, or sudden storm.
- Announce it to the students in the best way possible, "Weather Lockdown."
- Quickly look outside to see if there are any students that need to come into the classroom.
- Quietly and quickly move the students to a designated area, and keep their cell phones with them.
- Get your Emergency Action Plans and Daily Attendance Log and do a head count of the students under your control to determine if all students are in place.
- Students will sit or stand silently.
- Monitor new sources for updated emergency instructions.
- The Program Supervisor or Head Instructors will announce when the severe weather threat is over.



Weather

Emergency Preparedness Overview

DUTY TO REPORT

Operators of watercraft in North Carolina have a duty to report incidents. If a vessel, or its equipment, is involved in an accident resulting in death or disappearance from a vessel, the notice is to be made by the quickest means available and consists of:

- The date, time, and exact location of the occurrence.
- The name of each person who died or disappeared.
- The number and name of the vessel.
- The names and addresses of the owner and operator of the vessel.

An operator of a vessel is required to make a written report of an accident in a form provided by the Wildlife Resources Commission if the accident results in:

- Loss of life.
- Personal injury requiring medical treatment beyond first aid.
- Physical damage to property (including the vessel) in excess of \$2,000.
- A person disappears from the vessel under circumstances that indicate death or injury.

If a case involves death, disappearance, or injury, the report must be made within 48 hours. Reports can be 24/7 at 800-662-7137. Reports in other cases must be made within 10 days. If the operator cannot submit the report, the owner of the vessel must submit the report. Upon receipt of a report of injury or death, the Wildlife Resources Commission conducts an investigation and prepares a report memorializing its findings.



Duty to report



Takeaway #1

Develop & Distribute.

- Expand your EAP and include the reasons why it exists.
- Make copies and place them strategically.
- Inform all stakeholders (Instructors and Parent Volunteers).
- Share it with your insurance agent.





Takeaway #2

Multiple Pick Up Locations.

- There may be multiple emergency pick-up spots, so work with your local Fire Department or EMS to agree on the best locations.



Takeaway#3

Don't skip the review.

- Review the EAP page-by-page with your employees.
- Don't assume they will read it.



Takeaway #4

Practice.

- Our Fire Department agreed to do a test run.
- We discovered a few things and updated our EAP. (Gate, Medical Forms, Neck/Spinal, Shade)
- This was a huge help when we had an actual accident during the season.



Takeaway #5

Create an Accident/Incident Report.

- It's designed for more serious injuries, but we fill it out for anything more than a band-aid.

Accident/Incident Report

An Accident/Injury Report should be completed any time there is an injury, whether it is a minor injury or one in which 911 was called. A minor injury is an unexpected event that is typically not life-threatening and only requires first-aid care. Examples include cuts, scrapes, bumps, bruises and strains.

Injured Person's Name:	Date of Report:
Age of Injured:	Date of Accident:
Parent/Guardian Name:	Time of Accident:
Phone Number:	Location of Accident:

What activity was the person participating in when accident occurred (class, lunch time, free play, etc.)?

What piece of equipment or boat, if any, was involved in the accident? _____

Was there supervision at time of accident? Yes No By whom: _____

Names of witnesses: _____

What part of body was injured? _____

Describe the type of injury (e.g. bruise, laceration, fracture, etc.)? _____

Was first aid administered? Yes No By: _____

Was injured party referred to medical assistance? Yes No By: _____

Was 911 called? Yes No By whom: _____

Exactly how did accident occur? Describe what happened: _____

Were the parents/guardians contacted? Yes No By: _____

Name of person filing report: _____

Signature: _____

Date: _____

.....

Date person returned to program: _____

Restrictions on activities: _____

If a collision was involved, draw a diagram on back of this sheet. List weather, water and tide conditions, along with water and air temperatures, plus boat and equipment particulars.

Takeaway #6

Have a plan to inform the parents or guardians.

- We text for any injury or occurrence, even band-aids.



Takeaway #7

Rinse & Repeat.

- Keeping safety first needs to be repeated daily so it doesn't get lost in all the noise.





Questions?





Thank you!

